WESTERN NEVADA COLLEGE

Academic Program Guide

Fall 2015 - Summer 2016

Start Here - Go Anywhere

www.wnc.edu

Western Nevada College -

make your career a reality

TIP

CHECKLIST FOR SUCCESS...

— APPLY FOR ADMISSION

— TAKE PLACEMENT TESTS

— MEET WITH A COUNSELOR

— APPLY FOR FINANCIAL AID

— REGISTER FOR CLASSES

— ATTEND AN ORIENTATION

— PAY BY THE DEADLINE

Western Nevada College offers academic degrees and programs to meet a variety of educational goals. You may wish to learn technical skills or work toward a career, or you may be preparing for transfer to a four-year college or university. A number of one-year certificates are also offered in technical areas. Inside you will find specific information about each degree or certificate. WNC is here to help you make important decisions about your future, and to prepare for success!

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INFORMATION

775-445-3000 • www.wnc.edu

Academic Programs -
to fit your needs

TIP *STEPS ALONG THE WAY...*

Choose the items below that pertain to you. *(You may not need all of these)*

_____ See a counselor

_____ Develop an educational plan

_____ Visit the Student Center at WNC Carson

_____ Get a free planner & an ID card

_____ Sign up for a Fitness Center membership in the Student Center

_____ Apply early for financial aid - www.wnc.edu/studentservices/financial

_____ Apply for scholarships - www.wnc.edu/studentservices/financial

_____ Arrange for child care, if needed

_____ Join a student club or organization

_____ Visit the Veterans Resource Center located in Cedar Bldg./Rm. 327

_____ Use the library for study and research

_____ Visit the Academic Skills Center for FREE tutoring

Career Degrees

OCCUPATIONAL PROGRAMS & EMPHASES

WNC offers two-year career preparation programs in many areas. Students learn technical skills that lead to jobs and earn a two-year Associate of Applied Science degree. Choose from many career areas.

A four-year Bachelor of Technology degree in Construction Management is also available to help students climb a career ladder from learning basic construction skills, to becoming a construction manager.

Bachelor of Technology Degree

• Construction Management

Associate of Applied Science Degree

• Business - Accounting
• Business - General
• Business - Management
• Criminal Justice - General
• Graphic Communications
• Nursing
• Technology - Automated Systems
• Technology - Automotive Mechanics
• Technology - Computer Information Technology
• Technology - Construction
• Technology - General Industrial
• Technology - Machine Tool
• Technology - Welding

TIP

MANAGE YOUR TIME WISELY...

A 3-credit/unit class requires three hours of in-class time per week (a 4-credit/unit class requires four hours in class per week). For every one hour you spend in class, you should set aside a minimum of two extra hours of study time outside of class (to do the reading, study for tests, etc).

If I take _____ credits/units, then I should expect
to spend _____ x 3 = _____ hours per week in class and studying.

Add this number of hours to the number of hours you are working, eating, sleeping, exercising, and socializing…do you have enough hours in the week?

CAREERS
Applied Degrees

Skill Development

Associate of General Studies Degree

This general degree fits a wide variety of needs. See a counselor for details.

Certificate of Achievement

One-year academic programs that provide specific career skills.

- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice - General
- Early Childhood Education
- General Industrial Technology
- Graphic Communications
- Industrial Electronics Technology
- Machine Tool Technology
- Retail Management
- Welding Technology

Workforce Certifications

- Automotive Service Excellence
- Bookkeeping
- Certified Inspector of Structures
- Certified Nursing Assistant
- Cisco Certified Networking Associate
- CompTIA Security+
- Deaf Studies - Interpreting
- Emergency Medical Services
- Industrial Electronics Technician
- Machine Tool Technology
- Manufacturing Technician
- Microsoft Certified Technology Specialist
- Microsoft Certified IT Specialist
- Phlebotomy/Venipuncture
- Real Estate
- Teacher Education
- Welding Certification

TIP

SUCCEED WITH ONLINE CLASSES ...

Are you ready for an online class? Online and hybrid classes are delivered using the internet. These courses are not faster or easier than in-person classes, nor are they self-paced. Answer these questions truthfully…

- Are you self-motivated?
- Is your reading comprehension good?
- Do you have strong computer skills?
- Do you feel OK about missing the social elements in the classroom?
- Do you own a computer?
- Do you have high speed internet service?

CAREERS
Certifications

Transfer Degrees

TRANSFER PROGRAMS & EMPHASES

WNC attracts a large number of students who plan to earn a baccalaureate degree from another four-year college or university. They choose to begin their college education at WNC for many reasons, including lower tuition cost, smaller class sizes, flexible class times, and a personalized learning environment.

Associate of Arts & Associate of Science

These degrees are primarily for the student who plans to transfer from WNC to a four-year college or university to pursue a baccalaureate degree in liberal arts, sciences, humanities, math or related areas.

These programs of study can provide the first one or two years of a four-year degrees. Students can choose courses that will apply to their desired major.

WNC enables you to prepare for these areas of study

ASSOCIATE OF ARTS DEGREE

- Accounting
- Accounting Information Systems
- Agriculture Science
- Anthropology
- Art
- Art History
- Communication Studies
- Community Health Sciences
- Criminal Justice
- Criminal Justice (PreLaw)
- Economics
- English
- Environmental Science
- Finance
- Forest Management & Ecology
- French
- General Business
- General Studies
- Geography
- History
- Human Development
    & Family Studies
- Information Systems

- Integrated Elementary Teaching
- International Affairs
- International Business
- Journalism
- Management
- Marketing
- Music
- Music Education
- Music: Applied
- Nursing
- Philosophy
- Philosophy (Ethics, Law & Politics)
- Political Science
- Psychology
- Rangeland Ecology & Management
- Secondary Education
- Social Work
- Sociology
- Spanish
- Speech Pathology
- Theatre
- Veterinary Science
- Women's Studies

ASSOCIATE OF SCIENCE DEGREE

- Atmospheric Science
- Biochemistry
    & Molecular Biology
- Biology
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science & Engineering
- Ecohydrology
- Electrical Engineering
- Engineering Physics
- Environmental Engineering
- Environmental Science
- Geological Engineering
- Geology
- Geophysics

- Hydrogeology
- Materials Science
    & Engineering
- Mathematics
- Mechancial Engineering
- Metallurgical Engineering
- Mining Engineering
- Molecular Biology/
    Immunology
- Neuroscience
- Nutrition
- Physics
- Wildlife Ecology
    & Conservation

> **How WNC Courses Transfer**
> **wnc.edu/academics/catalog/transfer/**

TIP

CHECKLIST FOR SUCCESS...

Students who plan to transfer should work closely with a WNC counselor and keep in contact with their intended transfer institution.

CAREERS *Majors*

Student Services - *help achieve your goals*

COUNSELING

Counselors are available weekdays and some evenings at campus locations to help students plan their academic schedules and ensure understanding of major/graduation requirements and current transfer guidelines. Counselors can also assist students with career exploration, interest testing and job search techniques, and provide current information about labor markets and educational training requirements.

Information . . . 445-3267 • **www.wnc.edu/studentservices/counseling/**

TESTING

Every student planning to register for English or math courses must either take placement tests, submit ACT/SAT scores (no more than two years old), or provide a transcript showing completion of prerequisite courses. Testing assesses a student's current skills in reading, writing and math, and helps students select the appropriate courses.

TRANSFER CENTER/CAREER CENTER

The center provides a variety of services designed to assist transfer from WNC to another college or university as well as provide information regarding career descriptions, job outlook, work settings and preparation necessary to enter specific career fields. The Transfer Center is available through Counseling Services at WNC campuses.

DISABILITY SUPPORT SERVICES (DSS)

Support services for WNC students with disabilities are provided through Counseling Services on the Carson City campus. For effective and timely services, students should submit their requests for assistance at least four weeks in advance.

CAREER CONNECT

Students with disabilities who are attending at least one WNC class at any campus/center or web-based class, and have an open case with DETR-VR can apply for assistance and will be referred to Career Connect. Staff will work closely with a DETR-VR Counselor throughout the referral, eligibility, planning, and follow-up processes to ensure coordinated service provision will lead to successful employment outcomes.

Disability Services/Career Connect Carson City campus, Cedar Bldg., Room 212
445-4459 • TTY: 445-4489 • susan.trist@wnc.edu
445-3248 • skylar.depedro@wnc.edu

FINANCIAL ASSISTANCE

All students are eligible for some type of financial assistance which includes grants, scholarships, loans and part-time employment to assist them in meeting educational expenses. Deadlines are posted on the application.

Application available . . . 445-3264 • **www.wnc.edu/studentservices/financial/**

VETERANS SERVICES

The college maintains a Veterans Resource Center on the Carson City & Fallon campuses. Information concerning veterans services is also available through Counseling Services, Financial Assistance or WNC's outlying campuses. Those who are eligible for veterans benefits include: honorably discharged veterans, children of 100 percent service-connected disabled veterans, and the widowers and children of veterans who died in service or from service-connected disabilities.

Information . . . 445-3302

Find What You Need

NON-DISCRIMINATION STATEMENT

COLLEGE MISSION

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

COLLEGE GOALS

1. Student Success
   • WNC students graduate with a degree or certificate
   • WNC students engage in the college experience
2. Institutional Excellence
   • WNC is the educational institution of choice in western Nevada
   • All academic programming is of the highest quality
   • All support programs and services meet the needs of the WNC community
   • WNC has an exemplary system of governance and management
   • WNC strives for institutional sustainability
3. One College Serving Many Communities
   • WNC promotes access to higher education in western Nevada
   • WNC serves as a catalyst for personal and community enrichment
   • WNC promotes community connections

VOLUME 11

JUMPSTART COLLEGE
Douglas High Senior Enjoys Benefits of Jump Start Program

An introduction to college academics while still in high school is what Western Nevada College's Jump Start program is all about. Taking college-credit classes, receiving an early preview of college life, reducing higher education costs and improving time management skills are just some of the benefits of the college's Jump Start program, said Brooklyn Ives, who will attend WNC this fall.

"The Jump Start program has benefited me in many ways," said Ives, a participant in the 2014-15 Jump Start program. "This program has given me a taste of how college is going to be and has prepared me for my upcoming years in college. It has made me work harder as a student considering the workload and has taught me how to manage my time well. "

Jump Start College is a partnership between Western Nevada College and 10 high schools and academies in the region. It offers high-achieving juniors and seniors the opportunity to earn up to a college associate degree by the time they graduate from high school. Carson, Churchill County, Douglas, Dayton, Fernley, Smith Valley, Silver Stage, Virginia City and Yerington high schools, as well as Oasis Academy, are participating in the program. Ives said that the math and English classes that she took as part of the Jump-Start program made her take ownership of her education.

"With college classes comes more responsibility and the instuctors have higher expectations, which teaches students to be more independent," she said. "It is up to us as students to keep up on our work and never get behind. I am learning

"I am more college ready because of Jump Start."

the difference between college and high school classes, and it is teaching me what to expect from other college classes."

Another major difference that Ives discovered was "the workload is definitely more than I thought coming into it, but as far as how hard the work is, it isn't much harder than high school."

Ives said that the Jump Start classes changed her study habits and necessitated managing her time more closely.

"The amount of work given is a lot, but you learn to manage your time to be able to get every assignment completed. If you fall behind, it shows in your grade and it is a challenge to get a poor grade up, so you learn to stay ahead from the beginning," Ives said. "I also have to dedicate more time for myself to study because the material we cover is very in-depth, and each test is worth 25 percent of our grade, which we can't afford to do poorly on."

As part of the first group of students to go through WNC's Jump Start program, she says that future students in the program should know going in that the classes are challenging and require extra motivation and arduous work.

"I would tell future Jump Start students to keep an open mind about the program because there are many things that will be different from high school-the instructors, the amount of work and the way each class is taught," Ive said. "A student taking these classes must be motivated and hardworking . . . it can be a challenge, but in the end, it is worth it."

Brooklyn Ives

CAREER & TECHNICAL EDUCATION
Accelerated Classes Get Students Working Sooner

Expediting training so that students can gain skills and become employed faster is what the Trade Adjustment Assistance Community College and Career Training program is designed to do.

Through the federally funded TAACCCT grant, Western Nevada College can offer accelerated classes in automotive mechanics, machine tool technology and welding, as well as assist with Certified Nursing Assistant, Cisco Networking and new Applied Industrial Technology programs on the Carson City campus. TAACCCT-funded programs in welding and CNA are available on WNC's Fallon campus as well.

"The accelerated classes allow students to obtain skills that are in demand in 16 weeks rather than the normal two years," said David Steiger, WNC's director of Economic Development and Continuing Education. "The intent is to get them trained and get them working."

The accelerated classes are based on the "Right Skills Now" model

originally developed for machine tool training by the National Association of Manufacturers. WNC was the first school in Nevada to adopt the format.

Steiger said that WNC is on its third round of funding from the $4.4 million grant, which started on Oct. 1, 2014. The grant will extend through Sept. 30, 2018.

In accelerated classes, students can earn up to 24 units in a single, 16-week semester. The two-week classes typically run 8 a.m. to 2 p.m. at least four days a week, giving students a chance to complete multiple areas of study before the semester ends.

"In some of these programs, a student can literally get one level of certification in a 16-week semester," said Ryan Stryffeler, interim director of WNC's Career and Technical Education Division. "Certainly many of these students can get a degree in three semesters instead of four or five."

STUDENT LEARNING OUTCOMES

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Student learning is the core of WNC's mission and the college celebrates this importance with institution-wide learning outcomes. The Institutional Student Learning Outcomes guide all courses, programs, and degrees offered by WNC.

Students completing degrees at WNC need to demonstrate a combination of intellectual skills, personal and social responsibility, and the ability to integrate knowledge and skills to understand and solve contemporary and enduring problems. .

Upon completing a degree at WNC, students must demonstrate:

1. **Working Knowledge** -Identify, describe, and apply information, theories, methodologies and approaches from the sciences, social sciences, and humanities/arts.

2. **Written Communication** - Write effective projects, papers, and reports.

3. **Quantitative Reasoning** - Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.

4. **Information Competency** - Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.

5. **Diversity & Society** - Describe diverse historical and/or contemporary positions on selected democratic values or practices.

6. **Critical Thinking** - Integrate knowledge and skills from the study of sciences, mathematics, social sciences, and the humanities/arts to think critically about and develop solutions to contemporary and/or enduring problems.

7. **Career Preparation** - Identify, describe, and apply information in the discipline or career area of their choice sufficient for further study and/or demonstrate competencies required to succeed in the workplace.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

General education provides the opportunity to further many of the institutional student learning outcomes by providing specific objectives that students are expected to demonstrate upon the completion of degrees.

The mission of general education at WNC is to provide students who complete degrees and certificates with critical life skills that will benefit them in their personal and professional endeavors.

INTELLECTUAL SKILLS

1. Demonstrate working knowledge of key concepts, principles, themes, and major content areas needed to explain and solve discipline-specific problems.

2. Present substantially error-free prose suitable in style and content to the purpose of the document and the audience.

3. Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.

4. Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.

PERSONAL AND SOCIAL RESPONSIBILITY

5. Describe diverse historical and/or contemporary positions on selected democratic values or practices.

6. Take an active role in a community context (work, service, co-curricular activities, etc.), and examine the civic issues encountered and the insights gained from the community experience.

7. Design an approach or process toward resolving a social, personal or ethical dilemma.

INTEGRATIVE LEARNING

8. Describe approaches from at least two disciplines that identify, define, and address the importance of a significant contemporary or enduring problem.

9. Use critical thinking and creativity to select and apply recognized methods suitable for solving significant contemporary or enduring problems.

10. Draw a conclusion about how to solve a significant contemporary or enduring problem, and present a rational defense of the conclusion.

TRANSFER DEGREES
Associate of Arts • Associate of Science

WNC students may select a course of study that enables them to complete some or all of the lower division requirements for a four-year degree from the list of transfer programs at the University of Nevada, Reno, University of Nevada, Las Vegas, Nevada State College or other schools. Recent surveys of WNC students show they have transferred to colleges throughout the country including: UNR; UNLV; Nevada State College; Southern Utah University; University of New Mexico; Arizona State University; California State University, Sacramento; University of California at Berkeley; University of Kentucky; University of Southern California; Truckee Meadows Community College; University of Phoenix; Cosumnes River College-Los Rios; Lake Tahoe Community College; Great Basin College, Salt Lake Community College, and many more.

Every year, large numbers of WNC students successfully transfer to other schools. Each school has its own specific requirements and recommended electives for its various degrees. Community college students who plan to transfer to the University of Nevada, Reno, University of Nevada, Las Vegas or Nevada State College and who did not complete the university entrance requirements in high school must complete a minimum of 24 transferable units with a minimum 2.5 grade point average. *Students who earn an Associate of Arts or Associate of Science degree will be admitted to an NSHE university or state college regardless of their grade point average.*

Student Veteran Educates More Than Himself at WNC

After serving his country for eight years in the U.S. Marine Corps, Timothy Galluzi decided to assist his fellow veterans when he returned to civilian life.

When the Santa Rosa, Calif., native relocated to northern Nevada, he didn't know anyone. Now, Galuzzi is one of the most recognizable faces on campus because of what he has done for other veterans.

"I started off as club treasurer for a month, then I took over club president," said Galluzi, who transformed a small student veterans club into a large and influential student organization.

Over the course of his club presidency, the college notably opened a Veterans Resource Center. WNC was among 250 community colleges and universities recognized by the Obama administration for making tremendous strides to meet specific needs of presentday veterans. Galluzi said the club helped create camaraderie, teambuilding and improve quality of life and education for students.

"I have been really lucky in what I've been able to accomplish, and I wanted to provide other students the same benefits and help that I received. I wanted to pay it forward to other student veterans," Galluzi said.

He also established a veterans peer mentorship program, created a scholarship research program for student vets, participated in training to bring awareness to faculty members about vets who might suffer from post-traumatic stress disorder, and served as a math tutor at the Veterans Resource Center.

"There's 24 hours in a day, and I make the best of most of them," said Galluzi, who is now a full-time employee at the Veterans Resource Center. "We aren't done yet; we're just getting started."

Furthermore Galluzi serves on the student veterans advisory council, which provides recommendations for executive and legislative action on how to better student lives, ultimately leading to more student veteran success," Galluzi said.

While helping so many others launch and further their education pursuits, Galluzi still has found the time to further his own education. Last spring, Galluzi earned an Associate of Science degree and is currently taking online classes as he works toward a Bachelor's Degree in Business Management.

"We have 150 veterans here on campus. The programs that we've worked on and the outreach that we have established have helped every single one of them, if they know it or not."

Associate of Arts
A TRANSFER DEGREE

The Associate of Arts degree is primarily for students planning to transfer with junior standing to a four-year college or university for a baccalaureate degree. It can be used to transfer into a wide variety of majors depending on the courses selected. Satisfactory completion of an AA degree guarantees completion of the lower division general education requirements at University of Nevada Reno , University of Nevada Las Vegas or Nevada State College.

Courses with a number under 100 (such as ENG 95) are not applicable toward the Associate of Arts degree. All courses to be counted toward this degree must be university transferable.

Courses that are not transferable to an NSHE institution do not apply towards an Associate of Arts degree and are indicated with a nontransferable course attribute in the myWNC course catalog.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree.

Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 units chosen from the following:

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6–8 units.
English: 100 or 101, 102

FINE ARTS REQUIREMENT - 3 units.
Art: 100, 101*, 160, 260, 261
Dance: 101
Humanities: 101
Music: 121, 124, 125
Music: Ensemble: 101*
Theatre: 100, 105*, 180
Course may not meet the fine arts requirement at all universities. Please see a counselor.

HUMANITIES REQUIREMENT - 6 units.
Core Humanities: 201, 202
English: 200, 223, 266, 267, 271
History: 105, 106, 247
Philosophy: 101, 135, 200, 203, 204, 207, 210

UNR transfer students: Choose one from Group A and one from Group B.
Group A:
Core Humanities 201
History 105
Philosophy 200

Group B:
Core Humanities 202
History 106
Philosophy 207

MATHEMATICS REQUIREMENT - 3 units.
Mathematics: 120, 126, 127, 128, 176, 181, 182
Statistics: 152

ASSOCIATE OF ARTS - Mission & Outcomes
MISSION: The purpose of the Associate of Arts degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

STUDENT LEARNING OUTCOMES: Students who complete an Associate of Arts degree at WNC are expected to demonstrate that they:
- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- can succeed at their transfer institutions.

SCIENCE REQUIREMENT - 6 units.
One lab science course recommended.
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology: 100, 113, 190 & 190L, 191 & 191L, 200
Chemistry: 100, 121, 122
Environmental Studies: 100
Geography: 103, 104
Geology: 100, 101, 102, 103, 105, 127, 201
Nutrition: 121
Physics: 100, 151, 152, 180 & 180L, 181 & 181L, 182 & 182L

Note: Completion of CHEM 121, BIOL 223 and BIOL 224, and BIOL 251 fulfills the science general education requirement.

SOCIAL SCIENCES REQUIREMENT - 3 units.
Choose from the following list.
Anthropology: 101, 201, 202, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217
Political Science: 103, 208, 231,
Psychology: 101, 102, 233, 234, 240, 261
Sociology: 101, 205, 261, 275

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

TRANSFER REQUIREMENTS OR GENERAL ELECTIVES - 25–30 units.
Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

Associate of Science
A TRANSFER DEGREE

The Associate of Science degree is designed to help students use the methods of observation, analysis and logic by which we understand the mathematical, biological and physical nature of the world. The AS degree allows early choices for those planning a professional life in mathematics, science, engineering, medicine or agriculture, and is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. Satisfactory completion of an AS degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC.

Courses with a number under 100 (such as ENG 95) are not applicable toward this degree. All courses counted toward this degree must be university transferable. Courses that are not transferable to an NSHE institution do not apply towards an Associate of Science degree and are indicated with a non-transferable course attribute in the myWNC course catalog. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. *Note: See a counselor for the most current information about transferring to any other institution.*

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 units chosen from the following:

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6–8 units.
English: 100 or 101, 102

FINE ARTS REQUIREMENTS - 3 units.
Art: 100, 101*, 160, 260, 261
Dance: 101
Humanities: 101
Music: 121, 124, 125
Music: Ensemble: 101*
Theatre: 100, 105*, 180
 * Course may not meet the Fine Arts requirement at all universities. Please see a counselor.

HUMANITIES REQUIREMENTS - 6 units.
Core Humanities: 201, 202
English: 200, 223, 266, 267, 271
History: 105, 106, 207, 247
Philosophy: 101, 135, 200, 203, 204, 207, 210

UNR transfer students: Choose one from Group A and one from Group B.

Group A:	Group B:
Core Humanities 201	Core Humanities 202
History 105	History 106
Philosophy 200	Philosophy 207

MATHEMATICS REQUIREMENTS - 6 units.
Math 181 or higher required.
Mathematics: 126, 127, 128, 176, 181, 182
Statistics: 152

SCIENCE REQUIREMENTS - 12 units.
A minimum of 6 credits must be chosen from Group A and/or Group B:

Group A:	Group B:
Biology: 190 & 190L, 191 & 191L	Anthropology: 102, 110L
Chemistry: 121, 122	Astronomy: 109, 110, 120
Geology: 101, 103	Geography: 103, 104
Physics: 151, 152, 180 & 180L, 181 & 181L, 182 & 182L	

Group C:

Atmospheric Sciences: 117	Computer Science: 135, 202
Biology: 200, 223, 224, 251	Engineering Science: 100
Chemistry: 220	Geology: 105
Computer Engineering: 201	Mechanical Engineering: 241, 242

SOCIAL SCIENCES REQUIREMENTS - 3 units.
Anthropology: 101, 201, 202, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217
Political Science: 103, 208, 231
Psychology: 101, 102, 233, 234, 240, 261
Sociology: 101, 205, 261, 275

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111*
History: 101* & 102*
History: 101* & 217*
Political Science: 103*
History & Political Science Combination (History 101*, and Political Science 208*)
 * These courses will not fulfill UNR's CH 203 requirement if taken after the student has been admitted and enrolled at UNR.

TRANSFER REQUIREMENTS AND ELECTIVES - 16 -21 units.
Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

ASSOCIATE OF SCIENCE - Mission and Outcomes

Mission: The purpose of the Associate of Science degree is to provide the academic knowledge and skills for successful transfer to meet higher education goals.

Student Learning Outcomes: Students who complete an Associate of Science degree at WNC are expected to demonstrate that they:
• have met the general education student learning outcomes.
• understand the content of calculus.
• can apply the content of calculus at the appropriate level in mathematics, science and/or engineering courses
• understand scientific inquiry and the role of science and technology in the modern world.
• can succeed at their transfer institution.

Associate of General Studies
A DEGREE TO MEET A VARIETY OF NEEDS

The Associate of General Studies has increasingly been utilized by students who intend to transfer to four-year colleges and universities. Although it was not designed for transfer, it can be used for this purpose if courses are selected carefully. The majority of the courses chosen should transfer to fulfill core and major requirements. It is recommended that anyone planning to attend the University of Nevada, Reno complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies degree.

ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 total units chosen from the following categories:

ENGLISH/COMMUNICATIONS REQUIREMENT - 6 units.
Must include a three-credit writing course.
Business: 107, 108
Communication: 101, 102, 113
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, 107 or any other 200 level English class)

FINE ARTS AND HUMANITIES REQUIREMENT - 3 units.
American Sign Language
Art
Core Humanities: 201, 202
Crafts
Dance: 101
English: 190, 200, 223, 243, 250, 252, 267, 271, 282, 297
Foreign Languages
Graphic Communications
History: 105, 106, 207, 247
Humanities: 101
Music
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180

MATHEMATICS REQUIREMENT - 3 units.
Business: 109
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102
Sociology: 210
Statistics: 152

SCIENCE REQUIREMENT - 3 units.
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology (except for BIOL 208, 223, 224, 251)
Chemistry (except for CHEM 220, 241, 241L, 242, 242L)
Environmental Studies
Geography: 103, 104
Geology: 105 (except for GEOL 111, 112, 113, 229)
Natural Resources: 101
Nutrition: 121
Physics (except for PHYS 293)

SOCIAL SCIENCES REQUIREMENT - 3 units.
Anthropology: 101, 201, 202, 210, 212, 215
Core Humanities: 203
Criminal Justice
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217, 295
Political Science
Psychology (except for PSY 210)
Sociology (except for SOC 210)

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

GENERAL ELECTIVES - 36 or 39 units.
Students may choose from any occupational or general education courses to be used as electives for this degree. Some non-traditional credit approved by Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such units may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.

ASSOCIATE OF GENERAL STUDIES - Mission and Outcomes
Mission: The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth, professional advancement, and/or successful transfer.

Student Learning Outcomes: Students who complete an Associate of General Studies degree at WNC are expected to demonstrate that they
• have met the general education student learning outcomes.
• know the subject matter appropriate to their fields of study.

Bachelor of Technology

____APPLIED BACCALAUREATE DEGREE IN CONSTRUCTION MANAGEMENT____

The Bachelor of Technology degree in Construction Management offers associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 120-credit program combines knowledge in construction methods, planning and project management with business and supervisory skills. This program allows those who have completed an associate degree in construction technology to progress academically and earn a bachelor's degree. It also allows those already working in the construction field to enroll in an applicable baccalaureate degree program and expand career advancement possibilities. Students must meet with a counselor and be admitted into the program.

_____ **Bachelor of Technology in Construction Management Admission Requirements** _____

1. Complete a minimum of 45 college units or equivalent with a minimum 2.0 GPA.
   Within the 45 units:
   a. A minimum of 12 units must be in applicable construction courses. This requirement may be waived if the student has construction experience.
   b. A minimum of 15 units must be in applicable general education classes, including English 101, with a grade of C or better - a grade of C- or lower will not be acceptable.
   OR:
   Have an associate degree in Construction Management from a regionally accredited institution.

2. Meet with a WNC counselor.

BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT GENERAL EDUCATION COURSE LIST

Capstone Course-9 units. Choose from:
Communication: 412
Construction Management: 456
Economics: 334, 365
Management: 462, 469

English/Communications Requirements-9 units. Choose from:
Business: 107, or
Communication: 101 or 102 or 113 or 213
English: 100 or 101
English: 102

Fine Arts Requirement-3 units. Choose from:
Art: 100, 101, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music, Ensemble: 101
Music: 111, 121, 124, 125, 134
Theatre: 100, 105, 180

Humanities Requirement-3 units. Choose from:
Core Humanities: 201, 202
English: 200, 223, 243, 250, 252, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 114)

Mathematics and Science Requirements-12 units. Choose from:
a minimum of 4 units in mathematics and 6 units in science:
Mathematics
   Mathematics: 126 & 127, 128 or higher
   Statistics: 152

Science
   Chemistry: 100, 121, 201
   Environmental Studies: 100
   Geology: 100, 101, 103
   Physics: 100, 151, 180

Social Sciences Requirement-3 units.
Anthropology: 101, 201, 202, 205, 210, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Geography: 106, 200
History: 101, 102, 111, 217, 295
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Sociology (except for SOC 210)

U.S. and Nevada Constitution Requirements-3 units. Choose from:
Core Humanities: 203
History: 111 or
History: 101 & 217, or
History: 101 & 102, or
Political Science: 103, or
History and Political Science Combination (History 101 and PSC 208)

General Electives - 8 units.

TIP: WNC also offers . . .

Associate of Applied Science - Technology - Construction • *See page 17*

Certification Preparation - Inspector of Structures • *See page 38*

CONSTRUCTION MANAGEMENT
Bachelor of Technology Degree

Salary: $64,920 - $106,110 / year (Nevada)
Career Outlook: Above Average growth; Changes in building technology and policies are increasing the demand for construction managers.
Good To Know: Approximately 64% of construction managers are self-employed. Those with a bachelor's degree will have the best job prospects.
WNC Academic Division: Career and Technical Education

Total Requirements: 120 units

Business and Management Core Requirements		12 Units
BUS 101	Introduction to Business	3
ACC 201	Financial Accounting	3

Choose 3 units from the following Economics courses:

ECON 100	Introduction to Economics	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3

Choose 3 units from the following Management courses:

MGT 323	Organizational Behavior & Interpersonal Behavior	3
MGT 367	Human Resource Management	3

Program Requirements		60 Units
BI 101	Introduction to Building Codes	3
CADD 100	Introduction to Computer Aided Drafting	3
CEE 411	Environmental Law	3
CEE 462	Construction Cost Estimating	3
CEE 463	Project Scheduling	3
CEE 464	Construction Law	2
CEE 465	Construction Cost Accounting	2
CEE 466	Construction Management	2
CEE 495	Special Topics	3
CEM 100	Fundamentals of Construction Management	3
CEM 330	Soils and Foundations for Construction	3
CONS 108	Construction Materials and Methods I	4
CONS 109	Construction Materials and Methods II	4
CONS 118	Construction Contract Documents	2
CONS 120	Blue Print Reading and Specifications	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	2
CONS 281	Construction Planning Scheduling And Control	3
CONS 351	Advanced Project Supervision	3
CONS 451	Advanced Internship in Construction	3
SUR 119	Construction Surveying	3

General Education Requirements	48 Units
Capstone Courses	9
English/Communications Requirements	9
Fine Arts Requirement	3
Humanities Requirement	3
Mathematics, Science and Statistics Requirements	12
Social Sciences Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	6

Choose From: AC 198, CONS 116, CONS 230, AIT 155, AIT 201, DFT 100, ENRG 110

CONSTRUCTION MANAGEMENT - Suggested Course Sequence

FIRST SEMESTER	Completed		FIFTH SEMESTER	Completed
CEM 100	3 ☐		Bus/Management Courses	6 ☐
CONS 108	4 ☐		English/Comm Course	3 ☐
ENG 101	3 ☐		Fine Arts Course	3 ☐
MATH 126 or higher	3 ☐		Science Course	3 ☐
Science Course	3 ☐			
			SIXTH SEMESTER	Completed
SECOND SEMESTER	Completed		CEE 411	3 ☐
CONS 109	4 ☐		CONS 351	3 ☐
CONS 120	3 ☐		Capstone Courses	6 ☐
ENG102	3 ☐		Social Science Course	3 ☐
Math Course	3 ☐			
SUR 119	3 ☐		SEVENTH SEMESTER	Completed
			CEE 462	3 ☐
THIRD SEMESTER	Completed		CEE 463	3 ☐
BI 101	3 ☐		CEE 465	2 ☐
CADD 100	3 ☐		CEE 466	2 ☐
CONS 118	2 ☐		Bus/Management Courses	3 ☐
Humanities Course	3 ☐		General Elective Course	3 ☐
General Elective Course	3 ☐			
			EIGHTH SEMESTER	Completed
FOURTH SEMESTER	Completed		CEE 464	2 ☐
CONS 121	3 ☐		CEE 495	3 ☐
CONS 205	2 ☐		CEM 330	3 ☐
CONS 281	3 ☐		CONS 451	3 ☐
Economics Course	3 ☐		Capstone Course	3 ☐
U.S./Nevada Constitution	3 ☐			

BACHELOR OF TECHNOLOGY - Mission & Outcomes

Mission: The mission of the Bachelor of Technology degree in Construction Management is to prepare students for entry level and mid-level positions within the various construction industry disciplines, and to meet the goals of the Technology Division.

Student Learning Outcomes: Upon completing the Bachelor of Technology in Construction Management program, students will be able to demonstrate:

- Knowledge in basic economic principals, business principals and construction accounting, finances, and law
- Exposure to the design theory and analysis of construction practices and systems
- Understanding of the utilization of available resources for construction planning, methods and materials
- Understanding, skill and knowledge of construction documents, communications, graphics, and surveying
- Skill and knowledge in construction accounting, estimating and bidding practices
- Ability for planning and scheduling a construction project
- Application of relevant administrative skills, ethics, safety practices, and problem solving techniques to construction management

Associate of Applied Science

Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. The Associate of Applied Science degree is available for those students who desire a two-year course of study and training in an occupational and/or technical career field. Although the AAS degree is not designed to be a transfer program, some courses will transfer to four-year colleges or universities. Students who wish to transfer to a four-year school should consult a WNC counselor. Coursework must total at least 60 units.

All Associate of Applied Science degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, introductory courses in applied science and technology as well as allied health programs include instruction in safety, industrial safety and environmental awareness, as appropriate. Students with previous occupational or practical experience may be eligible to challenge certain course requirements and prerequisites. Courses with a number under 100 (such as ENG 095) are not applicable toward an Associate of Applied Science degree at WNC.

In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. To make decisions about specific emphases under the Associate of Applied Science degree, please refer to the academic programs pages or see a WNC counselor.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 units chosen from the following:

ENGLISH/COMMUNICATIONS REQUIREMENT - 6 units.
Must include a writing course.
Business: 107, 108
Communication: 101, 102, 113
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, 107 or any other 200 level English class)

HUMAN RELATIONS REQUIREMENT - 3 units.
Anthropology: 101, 201
Business: 110, 287
Counseling and Personal Development: 117, 129
Criminal Justice: 270
Early Childhood Education: 121
Education Psychology: 150
Human Development & Family Studies: 201, 202
Management: 201, 212, 283
Psychology (except for PSY 210)
Sociology (except for SOC 210)

HUMANITIES/SOCIAL SCIENCE REQUIREMENTS - 3 units.
Choose from either humanities or social science areas:
Humanities Area:
Art: 100, 101*, 124, 160, 224, 260, 261
Core Humanities: 201, 202
Dance: 101
English: 200, 221, 223, 250, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Humanities: 101
Music: 111*, 121, 124, 125, 134
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180
 * Course may not meet the fine arts requirement at all universities. Please see a counselor.

Social Sciences Area:
Anthropology: 101, 201, 202, 210, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102, 120, 215, 220, 225, 226, 230, 270
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217, 295
Political Science
Psychology (except for PSY 210)
Sociology (except for SOC 210)

MATHEMATICS REQUIREMENT - 3 units.
Business: 109
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102
Sociology: 210
Statistics: 152

SCIENCE REQUIREMENT - 6 units.
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology (except for BIOL 208, 223, 224, 231)
Chemistry (except for CHEM 220, 241, 241L, 242, 242L)
Environmental Studies
Geography: 103, 104
Geology: 105 (except for GEOL 111, 112, 113, 299)
Natural Resources: 101
Nutrition: 121
Physics (except for PHYS 293)

U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.
Must meet both requirements. Choose from the following:
Core Humanities: 203
History: 101 & 217
History: 101 & 102
History: 111
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

PROGRAM REQUIREMENTS AND GENERAL ELECTIVES
Number of units required may vary by emphasis.
Some units earned in non-traditional courses may be considered for elective credit and may require review in order to be applied to the AAS degree.

ASSOCIATE OF APPLIED SCIENCE - Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete an Associate of Applied Science degree at WNC are expected to demonstrate that they
- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- have acquired skills and can perform tasks necessary for employment or career advancement.

Business
ACCOUNTING
Associate of Applied Science - Business Degree

The accounting degree has been designed to enable students to establish, maintain and manage both manual and automated accounting systems. Students can develop the necessary competencies to create and analyze information for managerial decision-making situations. In addition to this degree program, students who intend to become full-charge bookkeepers will also need experience in the field.

Salary: $28,200-$44,190 / year (Nevada)
Career Outlook: Above average growth; demand is increasing as regulations for book-keeping and auditing become stricter.
Good To Know: Tax preparation growth is on the decline as tax software becomes more widely used.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Core Business Requirements		30 Units
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3
MKT210	Marketing Principles	3

Accounting Degree Requirements		6 Units
ACC 203	Intermediate Accounting	3
ACC 220	Microcomputer Accounting Systems	3
or ACC 223	Introducion to Quickbooks	

Accounting Electives		9 Units

Choose 9 units from the following:

ACC 105	Taxation For Individuals	3
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 204	Intermediate Accounting II	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3
ACC 261	Governmental Accounting	3
ACC 290	Certified Bookkeeper Course	6
ACC 295	Work Experience I	3
COT 262	Intermediate Spreadsheets Concepts	3
ECON 261*	Principles of Statistics I	3
ECON 262*	Principles of Statistics II	3

Students should consult a counselor or instructor for information regarding sequence of accounting courses.

General Education Requirements	15 Units

English/Communications Requirement:
   Recommended: BUS 107, BUS 108; or ENG 101, ENG 102*; must include a writing course*   6
Mathematics Requirement   3
Science Requirement   3
U.S. and Nevada Constitution Requirement   3

*Recommended for students who plan to transfer and enroll in a bachelor's degree program.

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

ACCOUNTING - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 201	3 ☐	ACC 203	3 ☐
BUS 107 or ENG 101	3 ☐	MGT 201	3 ☐
BUS 109		MKT 210	3 ☐
or MATH 120 or higher	3 ☐	Accounting Elective	3 ☐
ECON 102	3 ☐	U.S./Nevada Constitution	3 ☐
Accounting Elective	3 ☐		

SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
ACC 202	3 ☐	ACC 220 or ACC 223	3 ☐
BUS 101	3 ☐	BUS 273	3 ☐
BUS 108 or ENG 102	3 ☐	IS 101	3 ☐
ECON 103	3 ☐	Accounting Elective	3 ☐
IS 201	3 ☐	Science Requirement	3 ☐

ACCOUNTING - Mission & Outcomes

Mission: The purpose of the AAS Accounting in Business Degree is to provide the knowledge and skills necessary to succeed in the current business environment.

Student Learning Outcomes:
- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate oral, written, computational and computer skills
- Demonstrate managerial and personal skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues

TIP: WNC also offers . . .

Certificate of Achievement - Bookkeeping • *See page 30*

Certification Preparation - Bookkeeping • *See page 37*

Technology
AUTOMATED SYSTEMS
Associate of Applied Science - Technology Degree

The Automated Systems specialization of the AAS Technology degree focuses on the integration of computers and electronic technologies to control industrial systems and machines in manufacturing, distribution and logistics environments. Courses include basic electronics, computer systems, wiring, and electrical controls, providing students with technical theory, and hands-on practice to install and maintain automated systems for a variety of industries.

Salary: $48,340-$74,620 / year (Nevada)
Career Outlook: Average growth
Good To Know: Offers broad career opportunities & room for advancement. Advances in technology will force companies to improve and update their facilities and design.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 121	Electrical Control Systems	1
AIT 155	Applied Hands-On AIT Labs	3
ET 131	DC for Electronics	4
ET 132	AC for Electronics	4
MT 115	Applied Programmable Logic Controllers	3
ET 104	Fabrication/Soldering Techniques	3

Choose at least 14 units from the following program electives:

CADD 100	Introduction to Computer Aided Drafting	3
CIT 161	Essentials of Information Security	3
DFT 110	Blueprint Reading for Industry	3

Any AIT, ET or MT course

General Education Requirements	24 Units
English/Communications Requirement: *Recommended: BUS 107 ;*	
Must include a writing course	6
Human Relations: *Recommended; BUS 110*	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science degree can be found on the Associate of Applied Science page.

TIP: WNC also offers . . .

Certificate Preparation - Electronics Technical • *See page 38*

AUTOMATED SYSTEMS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ET 131	4 ☐	English	3 ☐
ET 132	4 ☐	US/Nev. Constitution	3 ☐
ENG: BUS 107	3 ☐	Program Elective	8-10 ☐
Humanities/Social Science Course	3 ☐		
		FOURTH SEMESTER	Completed
SECOND SEMESTER	Completed	MT 115	3 ☐
AIT 101	4 ☐	AIT 121	1 ☐
AIT 155	3 ☐	General Elective	3 ☐
ET 104	3 ☐	Science Course	3 ☐
MATH 110	3 ☐	Program Elective	4-6 ☐
Human Relations Course	3 ☐		

ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they:
- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  -communicate effectively and appropriately, in oral and written form.
  -locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  -acquire skills and perform tasks necessary for employment or career enhancement
- Have developed:
  -an appreciation of the importance of social, ethical, legal and diversity issues.
  -an appreciation of the need and importance of lifelong learning.

CAREER DEGREE

Technology
AUTOMOTIVE MECHANICS
Associate of Applied Science - Technology Degree

The technology degree for automotive mechanics offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

Salary: $31,190-$52,380 / year (Nevada)
Career Outlook: Higher than average growth
Good To Know: Mechanics can be certified in as many as eight service areas.
Most jobs are at repair shops and auto dealerships.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
AUTO 101	Introduction to General Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 117	Advanced Auto Electronics	4
AUTO 130	Engine Reconditioning	3
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 160	Auto Air Conditioning	3
AUTO 210	Automatic Transmissons and Transaxles I	3
AUTO 225	Engine Performance I/Fuel & Ignition	4
AUTO 227	Engine Performance II/Emission Control	4

General Education Requirements — 24 Units

English/Communications Requirement: *Recommended: BUS 107&108; Must include a writing course* — 6
Human Relations Requirement: Recommended: BUS 110 — 3
Humanities/Social Science Requirements — 3
Mathematics Requirement: Recommended: MATH 110 — 3
Science Requirement — 6
U.S. and Nevada Constitution Requirement — 3
A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

ASSOCIATE OF APPLIED SCIENCE - AUTOMOTIVE MECHANICS
Mission & Outcomes

Mission: The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed in the automotive field.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Automotive Mechanics are expected to:
- Know the subject matter appropriate to the emphasis of the automotive field.
- Acquire skills and perform tasks necessary for employment or career enhancement.
- Present themselves effectively to a potential employer.
- Utilize appropriate resources to remain current in the automotive field.

Automotive Technology National Certification

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).

TIP: WNC also offers . . .

CAREER DEGREE

Business
GENERAL BUSINESS
Associate of Applied Science Degree

The General Business degree provides knowledge and skills in the diverse field of business. Students are encouraged to meet with a WNC counselor to identify programs which best suit their career goals.

Salary: $37,300-$57,370 / year (Nevada)
Career Outlook: Average growth, strong competition
Good To Know: Often includes hiring, training and supervising employees, although the increased use of computers may require managers to handle professional tasks with fewer employees.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Core Business Requirements		30 Units
ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201*	Financial Accounting	
& ACC 202*	Managerial Accounting	
BUS 101	Introduction to Business	3
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3
MKT 210	Marketing Principles	3

Business Electives 15 Units
Choose 15 units from the following:
(Must select at least three units in three different subject areas)

ACC 180	Payroll and Employee Benefit Accounting	3
ACC 202	Managerial Accounting	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
ECON 261*	Principles of Statistics I	3
ECON 262*	Principles of Statistics II	3
FIN 101	Personal Finance	3
MGT 103	Introduction to Small Business Management	3
MGT 212	Leadership and Human Relations	3
MGT 235	Organizational Behavior	3
MGT 283	Introduction to Human Resources Management	3
MKT 127	Introduction to Retailing	3
MKT 262	Introduction to Advertising	3
ENT 200	Fundementals of Entrepreneurship	3

General Education Requirements 15 Units
English/Communications Requirement: *Recommended: BUS 107, BUS 108;*
or ENG 101, ENG 102*; must include a writing course* 6
Mathematics Requirement 3
Science Requirement 3
U.S. and Nevada Constitution Requirement 3

*Recommended for students who plan to transfer and enroll in a bachelor's degree program.

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

BUSINESS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 135 or ACC 201	3 ☐	BUS 273	3 ☐
BUS 101	3 ☐	MKT 210	3 ☐
BUS 107 or ENG 101	3 ☐	Business Elective	6 ☐
IS 101	3 ☐	Science Course	3 ☐
ECON 102	3 ☐		
		FOURTH SEMESTER	Completed
SECOND SEMESTER	Completed	Business Elective	9 ☐
ACC 201 or ACC 202	3 ☐	MGT 201	3 ☐
BUS 108 or ENG 102	3 ☐	U.S./Nevada Constitution	3 ☐
BUS 109 or MATH 120	3 ☐		
ECON 103	3 ☐		
IS 201	3 ☐		

ASSOCIATE OF APPLIED SCIENCE BUSINESS - Mission & Outcomes
Mission: The purpose of the Associate of Applied Science degree in Business is to provide the knowledge, skills and abilities necessary to succeed in business.

Student Learning Outcomes: Upon completing a Business Certificate or AAS Business degree from Western Nevada College, students will be able to:
1. Articulate and demonstrate their personal employment related knowledge, skills and abilities.
2. Evaluate the impact of various economic systems and policies
3. Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
4. Devise, implement and evaluate managerial decisions, actions and outcomes.
5. Apply technology to aid in communications and decision making.
6. Present research, data, analysis and conclusions through written and oral means.
7. Describe the changing landscape of the global market and its impact on the United States.
8. Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
9. Develop business, financial, and marketing plans for established and emerging businesses.

CAREER DEGREE

TIP: WNC also offers . . .

Certificate of Achievement - Business • *See page 31*

Certificate of Achievement - Bookkeeping • *See page 31*

Certification Preparation - Bookkeeping • *See page 37*

COMPUTER INFORMATION TECHNOLOGY
Associate of Applied Science - Technology Degree

This technology degree is designed to prepare students to work in many different fields, supporting the technological systems, networks and programming efforts that drive society and the economy. The degree has been designed to provide students with options that will help fill the vital roles in today's connected and collaborative business environment. Courses within the degree provide the students with readily recognizable credentials that are portable to business, industry and further education.

The core curriculum is based on the recommendations of the Association for Computing Machinery/Special Interest Group Information Technology Education (ACM/ SIGITE). Students may 'specialize' in a specific area (programming, networking or systems administration) or customize their own course selection to meet personal educational and business related goals.

Salary: $34,920-$55,050 / year (Nevada)
Career Outlook: Much faster than average growth
Good To Know: Businesses & organizations are investing heavily in 'cyber-security' and usng technology and computers as a solution to problems.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
CIT 114	IT Essentials	4
CIT 128	Introduction to Software Development	4
CIT 161	Essentials of Information Security	3
CIT 263	Introduction to IT Project Management	3
INF 100	Introduction to Informatics I- Basic Concepts	3

Choose 19 units from one of the following:

CIT 129	Introduction to Programming	3
CIT 130	Beginning JAVA	3
CIT 133	Beginning C++	3
CIT 173	Linux Installation and Configuration	3
CIT 174	Linux System Administration	3
CIT 180	Database Concept and SQL	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 230	Advanced JAVA	3
CIT 233	Advanced C++	3
CIT 238	Introduction to Smartphone Application Development	3
CSCO 120	CCNA Internetworking Fundamentals Elective	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
CSCO 220	CCNA Lan Switch Wireless	4
CSCO 221	CCNA Wan Fundaments	4
CSCO 230	Fundamentals of Network Security	4
GRC 183	Electronic Imaging	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

General Education Requirements	24 Units
English/Communications Requirement: *Recommended: ENG 101 and ENG 107*	
Must include a writing course	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement: *Recommended: MATH 126 or higher*	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

TECHNOLOGY - COMPUTER INFORMATION - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CIT 114	4 ☐	Program Elective	3 ☐
CIT 128	4 ☐	Program Elective	4 ☐
ENG 101	3 ☐	Program Elective	3 ☐
Program Elective	3 ☐	Human Relations Course	3 ☐
		Humanities/Social Science Course	3 ☐

SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CIT 161	3 ☐	CIT 263	3 ☐
INF 100	3 ☐	ENG 107	3 ☐
Program Elective	3 ☐	General Elective	3 ☐
Science Course	3 ☐	Program Elective	3 ☐
Mathematics Course	3 ☐	US/Nev. Constitution	3 ☐

Students interested in Programming should consider the following electives: CIT129, CIT130, CIT 133, CIT238, CIT230, CIT233, GRC183

Students interested in Networking should consider the following electives: CIT211, CIT173, CIT174, CSCO120, CSCO121, CSCO130, CSCO220, CSCO221, CSCO230

Students interested in System Administration should consider the following electives: CIT211, CIT212, CIT213, CIT214, CIT173, CIT174, CSCO130, CSCO230

ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science Technology degree in Computer Information is to provide graduates with up-to-date training in the management of information resources, including computer and networking operations, infrastructure and information security.

Student Learning Outcomes: Students who complete the AAS Technology degree in Computer information are expected to be able to:
- apply knowledge of computing and information technology appropriate to the discipline
- analyze a problem, and identify and define the technology requirements appropriate to its solution
- design, implement and evaluate a computer-based system, process, component, or program to meet desired needs
- function effectively on teams to accomplish a common goal
- understand professional, ethical, legal, security, and social issues and responsibilities
- communicate effectively with a range of audiences
- analyze the local and global impact of computing on individuals, organizations and society
- recognize the need for, and an ability to engage in, continuing professional development
- use and apply current technical concepts and practices in the core information technologies
- effectively integrate IT-based solutions into the user environment
- understand best practices and standards and their application.

TIP: WNC also offers . . .

Certificate of Achievement - Network Support • *See page 31*

Certificate of Achievement - System Administration • *See page 31*

Certification Preparation - Cisco Technology • *See page 37*

- Comp TIA Security+ • *See page 38*

- Microsoft Certification • *See page 39*

Technology
CONSTRUCTION
Associate of Applied Science - Technology Degree

The Construction specialization of the AAS Technology degree provides industry-specific training that addresses topics of critical importance to subcontractors, general contractors, superintendents and project managers. Students will study contract administration, coordination, negotiation, quality control and the management of labor resources, equipment and materials.

Salary: $31,210-$57,330/ year (Nevada)
Career Outlook: Average growth
Good To Know: Employment depends on economy and layoffs may occur during times of low construction activity. Changes in building technology and policies may increase the need for construction personnel.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
BI 101	Introduction to Building Codes	3
CADD 100	Introduction to Computer Aided Drafting	3
CEM 100	Fundamentals of Construction Management	3
CONS 108	Construction Materials and Methods I	4
CONS 109	Construction Materials and Methods II	4
CONS 118	Construction Contract Documents	2
CONS 120	Blueprint Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	2
CONS 281	Construction Planning Scheduling and Control	3
CONS 290	Internship in Construction	3
SUR 119	Construction Surveying	3

General Education Requirements	24 Units
English/Communications Requirement:	
Recommended: BUS 107, Must include a writing course	6
Human Relations: *Recommended; BUS 110)*	3
Humanities/Social Science Requirement	3
Mathematics Requirement: *MATH 126 or higher*	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

CONSTRUCTION TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CONS 108	4 ☐	BI 101	3 ☐
CEM 100	3 ☐	CADD 100	3 ☐
English 101	3 ☐	CONS 118	2 ☐
Human Relations Course	3 ☐	General Elective	3 ☐
Science Course	3 ☐	Humanities/Social Science Course	3 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CON 109	4 ☐	CONS 121	3 ☐
CONS 120	3 ☐	CONS 205	2 ☐
SUR 119	3 ☐	CONS 281	3 ☐
English 102	3 ☐	CONS 290	3 ☐
Mathematics 126 or higher	3 ☐	US/Nev. Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they:
- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  -communicate effectively and appropriately, in oral and written form.
  -locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  -acquire skills and perform tasks necessary for employment or career enhancement.
- Have developed:
  -an appreciation of the importance of social, ethical, legal and diversity issues.
  -an appreciation of the need and importance of lifelong learning.

CAREER DEGREE

CRIMINAL JUSTICE-GENERAL
Associate of Applied Science Degree

The general criminal justice degree is designed to prepare students for various careers within the field of criminal justice. This degree is designed to ease transfer to UNR and other colleges or universities.

Salary: $57,960-$80,880/ year (Nevada)
Career Outlook: Average growth
Good To Know: Emphasis on public safety and security may lead to new openings; jobs will be competitive because of low turnover rate.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
CRJ 101*	Introduction to Criminal Justice I	3
CRJ 102*	Introduction to Criminal Justice II	3
CRJ 106*	Introduction to Corrections	3
CRJ 164	Principles of Investigation	3
CRJ 211*	Police in America	3
CRJ 222*	Criminal Law and Procedures	3
CRJ 234*	Introduction to Courts/American Legal System	3
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

Choose 9 units from the following:

Any CRJ course		1-9
ART 135	Photography I	3
ART 141	Introduction to Digital Photography I	3
BUS 107	Business Speech Communications	3
COM 101	Oral Communications	3
CPD 116	Substance Abuse- Fundemental Facts	3
CPD 117	Introduction to Counseling	3
CPD 129	Assertiveness Techniques I	1
STAT152	Introduction to Statistics	3
SW 230	Crisis Intervention	3
Any IS, COT or CIT course		1-6
Any Foreign Language		1-9
Any PSY or SOC		1-6

*Direct transfer to UNR for CRJ major

General Education Requirements	24 Units
English/Communications Requirement: Recommend *ENG 101 and 102*	6
Humanities/Social Science Requirement	3
Mathematics Requirement: Recommended: MATH 120* or higher	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Electives	6

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

TIP: WNC also offers . . .

Certificate of Achievement - Criminal Justice General • *See page 34*

CRIMINAL JUSTICE - GENERAL - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CRJ 101	3 ☐	CRJ 211	3 ☐
ENG 101	3 ☐	CRJ 222	3 ☐
General Elective	3 ☐	CRJ 234	3 ☐
Program Elective	3 ☐	Program Elective	3 ☐
Hum./ Soc. Science Course	3 ☐	Science Requirement	3 ☐

SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CRJ 102	3 ☐	CRJ 225	3 ☐
CRJ 106	3 ☐	CRJ 270	3 ☐
CRJ 164	3 ☐	General Elective	3 ☐
ENG 102	3 ☐	Program Elective	3 ☐
Math Course	3 ☐	US/Nev. Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE - GENERAL
Mission & Outcomes

Mission: The purpose of the general criminal justice degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

Student Learning Outcomes: Students who complete their Associate of Applied Science degree in Criminal Justice-General are expected to demonstrate that they can
- Meet the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Analyze theories for committing crimes
- Maintain vocabulary necessary for criminal justice
- Have an acute awareness of cultural diversity
- Maintain crime scenes

DEAF STUDIES
Associate of Applied Science Degree

The Deaf Studies degree will help students develop knowledge about American Sign Language, cultural impacts related to being deaf or hard of hearing, and the state of Nevada statutory regulations which govern interpreting.

Salary: $39,860-$48,860 / year (US)
Career Outlook: Faster than average growth. Demand is expected to increase due in part to laws requiring that services be made available to the deaf.
Good To Know: Interpreters are often needed in schools, public agencies and health-care facilities.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
AM 140*	American Sign Language I/II	6
AM 141**	American Sign Language III/IV	6
AM 149	American Sign Language V	4
AM 150	American Sign Language VI	4
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1
AM 153	Deaf Culture	3
AM 154	Deaf History	3
AM 215	Conversational ASL	4
AM 216	Receptive ASL	4

General Education Requirements	24 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement	3
Humanities/Social Science Requirement	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective (Theatre 105 recommended)	3

A list of all courses filling general education requirements for the Associate of Applied Science degree can be found on the Associate of Applied Science page.

NOTE:
*AM 145 and AM 146 may be completed in lieu of AM 140 for slower paced courses.
**AM 147 and AM 148 may be completed in lieu of AM 141 for slower paced courses.

DEAF STUDIES - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
AM 140*	6 ☐	AM 149	4 ☐
AM 151	1 ☐	AM 215	4 ☐
AM 154	3 ☐	Math Course	3 ☐
English/Comm. Course	3 ☐	US/Nev. Constitution	3 ☐
Human Relations Course	3 ☐		
		FOURTH SEMESTER	Completed
SECOND SEMESTER	Completed	AM 150	4 ☐
AM 141**	6 ☐	AM 216	4 ☐
AM 152	1 ☐	General Elective	3 ☐
AM 153	3 ☐	(Theatre 105 Recommended)	
English/Comm. Course	3 ☐	Science Course	3 ☐
Hum./ Soc. Science Course	3 ☐		

ASSOCIATE OF APPLIED SCIENCE - DEAF STUDIES
Mission & Outcomes

Associate of Applied Science Mission: The mission of the Western Nevada College Deaf Studies AAS Degree Program is to provide quality education to students, thus developing their comprehensive expressive/receptive skills in American Sign Language, fingerspelling fluency and knowledge of the history and culture of people who are deaf or hard of hearing. Students are provided a strong foundation in which to enter numerous high-demand professional fields that provide services to deaf or hard of hearing people.

Student Learning Outcomes: Upon completing the Deaf Studies Associate of Applied Science degree, students will be able to:
- Produce basic expressive/receptive sign language communicative skills
- Demonstrate appropriate ASL linguistic and grammatical structure in signing
- Demonstrate functional language aptitude in American Sign Language
- Produce basic expressive/receptive signing of personal heredity and cultural traditions
- Produce basic expressive/receptive signing of biographic and autobiographic events
- Produce basic expressive/receptive signing of number systems - functional & abstract
- Produce basic expressive/receptive signing of major life activities and special occasions
- Demonstrate knowledge of linguistic, cultural, educational and social aspects of people who are deaf or hard of hearing
- Demonstrate basic knowledge of historical, political, audiological, educational and linguistic in relation to the history of people who are deaf or hard of hearing
- Demonstrate basic fluency in receptive and expressive pragmatics and production of fingerspelling in ASL

CAREER DEGREE

GRAPHIC COMMUNICATIONS
Associate of Applied Science Degree

The Graphic Communications program is designed for students who seek quick access to career fields involving print design, web design, multimedia, digital video, and animation.

Salary: $37,720-$59,100/ year (Nevada)
Career Outlook: Above average growth.
Good To Know: Opportunites are highest for graphic designers with knowledge and training in website design and animation.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		42 Units
ART 100	Visual Foundations	3
ART 101	Drawing I	3
GRC 103	Intro to Computer Graphics	3
GRC 109	Color and Design	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 179	Multi Media Design & Production	3
GRC 183	Electronic Imaging	3
GRC 188	Web Animation and Interactivity I	3
GRC 275	Web Design & Publishing	3
GRC 283	Electronic Imaging II	3
GRC 294	Professional Portfolio	3

Choose 3 units from the following:

ART 115	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127	Watercolor I	3
ART 135	Photography I	3
ART 141	Introduction to Digital Photography I	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 216	Sculpture I	3
ART 231	Painting I	3
ART 245	Digital Media	3
ART 260	Survey Art History I	3
ART 261	Survey of Art History II	3

General Education Requirements	18 Units
English/Communications Requirement	6
Human Relations Requirement: *PSY or SOC recommended*	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

CAREER DEGREE

GRAPHIC COMMUNICATIONS - Suggested Course Sequence

FIRST SEMESTER	Completed		THIRD SEMESTER	Completed
ART 100	3 ☐		GRC 175	3 ☐
ART 101	3 ☐		GRC 188	3 ☐
GRC 103	3 ☐		GRC 283	3 ☐
GRC 109	3 ☐		General Ed Courses	6 ☐
General Ed Courses	3 ☐			
			FOURTH SEMESTER	Completed
SECOND SEMESTER	Completed		GRC 179	3 ☐
GRC 156	3 ☐		GRC 275	3 ☐
GRC 144	3 ☐		GRC 294	3 ☐
GRC 183	3 ☐		General Ed Courses	3 ☐
General Ed Courses	6 ☐		Program Elective	3 ☐

ASSOCIATE OF APPLIED SCIENCE - GRAPHIC COMMUNICATIONS
Mission & Outcomes

Mission: The Associate of Applied Science degree in Graphic Communications will provide employment-related knowledge and skills necessary to succeed in the graphic communications field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

Student Learning Outcomes: Associate of Applied Science in Graphic Communications graduates are expected to research design problems, demonstrate technical skills, implement design concepts, work collaboratively, and perform successful presentations.

TIP: WNC also offers . . .

Certificate of Achievement - Graphic Communications • *See page 34*

GENERAL INDUSTRIAL TECHNOLOGY
Associate of Applied Science

The Technology degree is designed to develop vocational skills and functional knowledge that can be applied in a variety of industries and facilities with a focus on installation, maintenance and management of technical and mechanical systems. A broad base of study in electronics, fluid power, mechanical systems, machine tool, welding and wiring is offered. Hands-on practice and theoretical knowledge will prepare individuals for a variety of entry-level electrical/mechanical technician positions or technical support positions in the industrial, manufacturing, technology or commercial environments.

Salary: $36,700-$57,300 (Nevada)
Career Outlook: Above Average Growth
Good To Know: Leads to employment as a maintenance or industrial technician
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 155	Applied Hands-on AIT Labs	3
DFT 110	Blueprint Reading for Industry	
or CADD 100	Introduction to Computer-Aided Drafting	3
ET 131	DC for Electronics	4
Any MTT courses		5
Any WELD courses		5

Choose at least 12 units from the following: AIT, ELM, ET, ENRG, IT, MTT, MT, WELD

General Education Requirements	24 Units
English/Communications Requirement: *Recommended: BUS 107*	
Must include a writing course	6
Human Relations: *Recommended; BUS 110*	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
English Course BUS 107	3 ☐	CADD 100	3 ☐
ET 131	4 ☐	English	3 ☐
Humanities/Social Science	3 ☐	Program Electives	3-4 ☐
MTT Course	3 ☐	U.S./Nevada Constitution	3 ☐
Program Electives	2-3 ☐	WELD Course	3 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
AIT 101	4 ☐	General Elective	3 ☐
AIT 155	3 ☐	Program Electives	5-7 ☐
Human Relations BUS 110	3 ☐	Science Elective	3 ☐
MTT Course	2 ☐	WELD Course	2 ☐
Mathematics MATH 110	3 ☐		

ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they:
• Know the subject matter appropriate to the emphasis of the degree.
• Are able to:
   -communicate effectively and appropriately, in oral and written form.
   -locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
   -acquire skills and perform tasks necessary for employment or career enhancement.
• Have developed:
   -an appreciation of the importance of social, ethical, legal and diversity issues.
   -an appreciation of the need and importance of lifelong learning.

TIP: WNC also offers . . .

Associate of Applied Science-Technology degrees in:

Technology
MACHINE TOOL TECHNOLOGY
Associate of Applied Science -Technology Degree

The Machine Tool specialization of the AAS Technology degree provides competency-based training for students who are interested in working in the machine trades field as a machinist, CNC programmer or machine operator. Hands-on learning is a focus of the courses students take in this industrial technology specialization.

Salary: $29,390-$47,560/ year (Nevada)
Career Outlook: Average growth. Jobs available due to difficulty finding skilled workers
Good To Know: Often work with computerized numerical control (CNC) machines
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements		36 Units
DFT 110	Blueprint Reading For Industry	3
MTT 105	Machine Shop I	3
MTT 106	Machine Shop Practice I	2
MTT 110	Machine Shop II	3
MTT 111	Machine Shop Practice II	2
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 250	Machine Shop III	3
MTT 251	Machine Shop Practice III	2
MTT 260	Machine Shop IV	3

Choose 7 units from the following program electives:

AIT 101	Fundementals of Applied Industrial Technology	4
MTT 261	Machine Projects	1–6
MTT 262	Machine Shop Practice IV	2
MTT 292	Computer-Aided Manufacturing I	4
MTT 293	Computer-Aided Manufacturing II	4
MTT 295	Work Experience	1-6
Any MTT course		1-6
Related WELD or other technical/trade course		1-6

General Education Requirements	24 Units
English/Communications Requirement: *Recommended: BUS 107, Must include a writing course*	6
Human Relations: *Recommended: BUS 110*	3
Humanities/Social Science Requirements	3
Mathematics Requirement: *Recommended: MATH 110*	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

MACHINE TOOL TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
MTT 105	3 ☐	MTT 230	4 ☐
MTT 106	2 ☐	MTT 250	3 ☐
English Course (Bus 107 Recommended)	3 ☐	MTT 251	2 ☐
Human Relations Course	3 ☐	Humanities/Social Science Course	3 ☐
Science Course	3 ☐	Program Elective	3-4 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
DFT 110	2 ☐	MTT 232	4 ☐
MTT 110	3 ☐	MTT 260	3 ☐
MTT 111	2 ☐	General Elective	3 ☐
English Course	3 ☐	Program Elective	3-4 ☐
Mathematics Course	3 ☐	U.S./Nevada Constitution	3 ☐

ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they:
- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  -communicate effectively and appropriately, in oral and written form.
  -locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  -acquire skills and perform tasks necessary for employment or career enhancement
- Have developed:
  -an appreciation of the importance of social, ethical, legal and diversity issues.
  -an appreciation of the need and importance of lifelong learning.

TIP: WNC also offers . . .

Certificate of Achievement - Machine Tool Technology • *See page 35*

Certificate of Preparation - National Institute of Metalworking Skills • *See page 38*

Business
MANAGEMENT
Associate of Applied Science - Business Degree

The Management degree is designed to provide a foundation for employment in a variety of business/managerial positions.

Salary: $32,400-$53,200 / year (Nevada)
Career Outlook: Average growth
Good To Know: Managers work in almost very industry. The increase in computer use may result in supervision of fewer people, and the need for managers to independently perform more professional duties.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Core Business Requirements — 30 Units

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3
MKT 210	Marketing Principles	3

Management Requirements — 6 Units

MGT 235	Organizational Behavior	3
MGT 283	Introduction to Human Resources Management	3

Management Electives — 9 Units
Choose 9 units from the following:

ACC 180	Payroll and Employee Benefit Accounting	3
ECON 261*	Principles of Statistics I	3
ECON 262*	Principles of Statistics II	3
FIN 101	Personal Finance	3
MGT 103	Introduction to Small Business Management	3
MGT 212	Leadership and Human Relations	3
MKT 127	Introduction to Retailing	3
MKT 262	Introduction to Advertising	3

General Education Requirements — 15 Units

English/Communications Requirement: *Recommended: BUS 107, BUS 108; or ENG 101*, ENG 102*; Must include a writing course*	6
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3

*Recommended for students who plan to transfer and enroll in a bachelor's degree program.

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

MANAGEMENT - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 201	3 ☐	BUS 109 or MATH 120	
BUS 101	3 ☐	or higher	3 ☐
BUS 107 or ENG 101	3 ☐	ECON 103	3 ☐
ECON 102	3 ☐	IS 201	3 ☐
IS 101	3 ☐	MKT 210	3 ☐
		Management Elective	3 ☐

SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
ACC 202	3 ☐	BUS 273	3 ☐
BUS 108 or ENG 102	3 ☐	MGT 235	3 ☐
MGT 201	3 ☐	MGT 283	3 ☐
Management Elective	3 ☐	Management Elective	3 ☐
Science Requirement	3 ☐	U.S./Nevada Constitution	3 ☐

MANAGEMENT - Mission & Outcomes

Mission: The purpose of the AAS Management degree is to provide the knowledge and skills necessary to be a successful manager.

Student Learning Outcomes: Upon completing an AAS Business degree from Western Nevada College, students will be able to:
1. Articulate and demonstrate their personal employment related knowledge, skills and abilities.
2. Evaluate the impact of various economic systems and policies
3. Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
4. Devise, implement and evaluate managerial decisions, actions and outcomes.
5. Apply technology to aid in communications and decision making.
6. Present research, data, analysis and conclusions through written and oral means.
7. Describe the changing landscape of the global market and its impact on the United States.
8. Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
9. Develop business, financial, and marketing plans for established and emerging businesses.

CAREER DEGREE

TIP: WNC also offers . . .

Associate of Applied Science General Business • *See page 15*

Certificate of Achievement - Business • *See page 30*

- Retail Management • *See page 35*

NURSING
Associate of Applied Science

WNC's Associate Degree Nursing Program is intended for students seeking a career as a registered nurse. The curriculum is sequenced and progresses in complexity. It integrates knowledge from the bio/psycho/social sciences, and humanities and is intended to prepare graduates to pass the national licensure examination (NCLEX-RN) and to function as registered nurses in diverse care settings. Upon completion of the Associate Degree Nursing Program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the NCLEX-RN.

The nursing program is approved by the Nevada State Board of Nursing (NSBN) and is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, ph: 404-975-5000. Applicants are advised that eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Applicants are encouraged to directly contact the NSBN at 1-775-687-7700 should there be a concern regarding eligibility for licensure. Applicants may also use the NSBN link found on the Nursing & Allied Health web page for information regarding how the board processes applicant information and identifies convictions/situations under which the NSBN will deny application for licensure.

A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined on the next page. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better (a C- or lower grade will not be accepted). Students admitted to the program are required to attend mandatory one day orientation sessions scheduled for late spring or early summer and prior to the start of classes.

NURSING
Associate of Applied Science Degree

Salary: $66,630-$91,490/ year (Nevada)
Career Outlook: High growth, especially in home health care & nursing homes
Good To Know: Hospital nurses tend to earn more than nurses in doctors' offices; may include working days, nights, weekends or holidays
WNC Academic Division: Nursing and Allied Health

Total Requirements: 71.5 units

Prerequisite Courses*		21 Units
CHEM 121	General Chemistry I	4
or BIOL 190	Introduction to Cell and Molecular Biology	
and BIOL 190L	Introduction to Cell and Molecular Biology-Lab	
BIOL 223*	Human Anatomy and Physiology I	4
BIOL 224*	Human Anatomy and Physiology II	4
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 126	Precalculus I	
or higher MATH course		
PSY 101	General Psychology	3

*BIOL 223 & BIOL 224 must be completed at the same college or university if taken at an institution other than within Nevada System of Higher Education.
NOTE: Statute of Limitation for science courses is five years by the date of application to the nursing program.
Current CNA Certification or completion of NURS 129 or NURS 130 required within five years of the date of application to the nursing program is a required prerequisite.

Corequisite (Non-Nursing) Courses		10 Units
BIOL 251	General Microbiology	4
ENG 102	Composition II	3
U.S./Nevada Constitutions Course (PSC 103, HIST 111, or CH 203 recommended)		3

Note: Corequisite courses must be completed by the end of the fourth semester of the nursing program. See the Associate of Applied Science for more information on courses fulfilling the general education requirement. Completion of Chemistry 121 or Biology 190/190L, 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science in Nursing.

First Year: Fall Semester Courses		10 Units
NURS 136	Foundations of Nursing Theory	3
NURS 137	Foundations of Nursing Laboratory	1
NURS 141	Foundations of Nursing Clinical	2
NURS 147	Health Assessment Theory	2
NURS 148	Health Assessment Laboratory	1
NURS 152	Foundations of Pharmacology in Nursing I	1

First Year: Spring Semester Courses		11 Units
NURS 149	Mental Health and Illness Theory	3
NURS 151	Mental Health and Illness Clinical	1
NURS 153	Foundations of Pharmacology in Nursing II	1
NURS 165	Medical Surgical Nursing I Theory	3
NURS 166	Medical Surgical Nursing I Laboratory	1
NURS 167	Medical Surgical Nursing I Clinical	2

Second Year: Fall Semester Courses		12 Units
NURS 156	Foundations of Pharmacology in Nursing II	1
NURS 261	Nursing Care of the Family Theory	4
NURS 262	Nursing Care of the Family Lab/Clinical	2
NURS 270	Advanced Clinical Nursing I Theory	3
NURS 271	Advanced Clinical Nursing I Clinical	2

Second Year: Spring Semester		7.5 Units
NURS 276	Advanced Medical Surgical Nursing II Theory	3
NURS 277	Advanced Medical Surgical Nursing II Clinical	2.5
NURS 284	Role of the ADN Manager of Care	2

Note: The sequence of some courses for the second year fall and spring semester may be altered.

Nursing Admission/Selection Criteria

Admission to the nursing program will be based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility. Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward and must reapply for consideration.

Science GPA	2.0-2.25	2.26-2.50	2.51-2.75	2.76-3.00
(BIOL & CHEM pre and corequisite courses)	(1)	(2)	(3)	(4)
	3.01-3.25	3.26-3.50	3.51-3.75	3.76-4.00
	(5)	(6)	(7)	(8)
GPA	2.0-2.49	2.5-2.99	3.0-3.49	3.5-4.0
(pre- and corequisite courses)	(1)	(2)	(3)	(4)

(A grade of C or better is required for all pre and corequisite courses in the nursing program. A C- or lower will not be accepted.)

Academic Skills Test
1-4 points will be awarded based on test scores. (A minimum cut score is required for each subtest.)

Nevada Resident: An applicant who is classified as a Nevada resident for tuition purposes at Western Nevada College at the time of application to the nursing program will be awarded one (1) point in the nursing admissions selection criteria.
Maximum Possible Points: 17

Nursing Program Application Process

Apply for admission to Western Nevada College and the WNC nursing program. Applications for the next fall are available on the WNC Nursing & Allied Health web page on or after January 2. The last date for submission of an application to Admissions and Records is April 1.

Prerequisites: Students must complete all prerequisite courses with a grade of "C" or better to apply for the nursing program. (C- or lower will not be accepted.) Students may apply for admission to the nursing program while in the process of completing a prerequisite course(s), providing the course is completed by the end of the applicable spring semester or, if taken at another institution, an official transcript showing completion of the course is provided by June 1 of the year of application. Evidence of courses in progress must be submitted by the application deadline.

Corequisites: Students who are accepted into the nursing program must complete all corequisite courses with a grade of "C" or better by the end of the fourth semester of the program. (A grade of C- or lower will not be accepted.) Any corequisite course(s) completed with a "C" or better prior to admission into the nursing program will be calculated into the grade point average under admission selection criteria.

Academic Skills Testing: Students are required to take an academic skills test as part of the application process. Visit www.wnc.edu/academics/division/nalh/ after September for specific information.

Residency: An applicant who is classified as a Nevada resident for tuition purposes at WNC at the time of application to the nursing program will be awarded one point in the nursing admissions/selection criteria.

Application and Supporting Documents: Submit the completed application with supporting documents, which include the academic skills test results and all required college and university transcripts, as appropriate, to Admissions and Records in the time frame delineated on the nursing program application.

NOTE: Statute of Limitation for science courses is five years by the date of application to the nursing program.
NOTE: Current CNA Certification or completion of NURS 129 or NURS 130 required within five years of the date of application to the nursing program.

CAREER DEGREE

Other Important Information

- Nursing learning activities are scheduled on and off campus, days, evenings and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at long-term health care facilities, acute care hospitals, clinics and day care centers
- A grade of C (75 percent) or better is required in all nursing courses to continue in the nursing program. A grade of C- or lower will not be accepted.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Nursing students are expected to meet the Nursing Student Essential Functions as discussed on the nursing web page.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:
    • An acceptable physical examination, and required immunizations and tests.
    • CPR certification (card required) through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer).
    • Major medical health insurance (card required).
    • An acceptable background check.

A background check is required by health care organizations. Students will be conditionally accepted into WNC's nursing program until their background check information is approved by the clinical sites. Should clinical sites not approve a student, the conditional acceptance will be withdrawn, and the student will not be admitted into the nursing program. Students will be denied entrance into th WNC nursing program if an adverse background check is received from a clinical site.

   Drug screening may also be required by clinical sites. Students will be informed of the requirement when necessary.

Students Requesting Re-Admission

Re-admission Policy for the Nursing Program

   A student who matriculated into the Western Nevada College nursing program may be readmitted one time following a withdrawal/failure. A written request for an exemption to the policy for such reasons as medical or military concerns will be considered by the Nursing Program Re-admission Committee.

   Students are eligible to be considered for re-admission into the nursing program using a point system and on a space available basis.

   Students seeking readmission into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and nursing laboratory courses previously successfully completed. Students may choose the option to repeat those courses, or will be required to repeat those courses if the competency examinations are not successfully passed. A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill competencies, including basic nursing assessment skills.

   Students should contact the nursing program administrative assistant for information regarding fees and scheduling of competency evaluations. Students who withdraw from or who failed a course or courses that are related (e.g. NURS 136, 137 and 138) will be required to repeat all courses in the sequence.

   Nursing courses taken more than three years prior to reapplication or prior to transfer application will not be accepted and will need to be repeated.

   Students seeking readmission or transfer into the nursing program will be required to submit an acceptable background check.

   The Nursing Program Readmission Committee will review applications of students who are seeking readmission into the program. The committee acknowledges the responsibility to readmit students, who in the judgment of the committee, satisfy the requirements of scholarship and professional suitability for nursing. The committee reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

ASSOCIATE OF APPLIED SCIENCE - NURSING
Mission & Outcomes

Mission: The mission of the nursing program at Western Nevada College is to meet the nursing educational needs of the service area. The program prepares qualified students to function as entry-level registered nurses and transfer to higher degree programs. To accomplish this mission, the curriculum incorporates the National League for Nursing core components of nursing practice that are essential to the work of registered nurses. Graduates are prepared to function in a variety of health care settings, providing culturally sensitive, holistic nursing care to individuals and families across the lifespan. The nursing faculty supports graduate competency in an evolving and complex health care environment by facilitating the students' development of clinical judgment, promoting professional behaviors, and fostering lifelong learning.

Student Learning Outcomes: Students who complete an Associate of Applied Science degree with a major in nursing will be expected to demonstrate the ability to:

- Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes
- Utilize therapeutic communication skills when interacting with patients and their families
- Communicate and document accurate information about patients in a concise and clear manner
- Collaborate with patients, families and health care personnel to achieve positive patient outcomes
- Utilize information literacy skills to integrate research findings that guide (or lead to) best practice decisions
- Utilize the nursing process in a competent and caring manner to safely meet the bio/psycho/social/cultural and spiritual needs of patients across the lifespan in a variety of health care settings
- Provide care that reflects the ethical values of nursing within professional practice standards and the legal parameters of the profession
- Apply concepts of cultural awareness, cultural sensitivity and respect for persons when working with diverse populations
- Provide and manage care through the efficient and effective use of human, physical, financial, and technical resources to meet patient needs
- Demonstrate accountability (professionalism) through identification of self-learning needs and continued professional development
- Utilize principles of teaching and learning to meet the bio/psycho/social/cultural/spiritual needs of patients and their families

Technology
WELDING
Associate of Applied Science - Technology Degree

The Welding specialization of the AAS Technology degree provides opportunities to practice and prepare for welding certification exams, and allows students to explore other industrial skills that are used in a variety of occupations and businesses.

Salary: $25,200-$36,900 / year (Nevada)
Career Outlook: Slower than Average Growth
Good To Know: Certification required for many jobs; Most welding positions will be available in manufacturing facilities that produce or assemble metal parts or products.
WNC Academic Division: Career and Technical Education

Total Requirements: 60 units

Program Requirements   36 Units

Code	Title	Units
DFT 110	Blueprint Reading for Industry	3
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
WELD 250	Welding Certification Preparation	1–12

Choose 1-12 units from the following program electives:

Code	Title	Units
AIT 101	Fundamentals of Applied Industrial Technology	4
ET 131	DC for Electronics	4
ELM 143	Wiring Techniques	2
MTT 105	Machine Shop I	3
WELD 151	Metallurgy I	3
WELD 224	Welding Projects	1–6
WELD 290	Internship in Welding	1–4
WELD	Related Welding Courses	1–3

General Education Requirements   24 Units

English/Communications Requirement: *Recommended: BUS 107*
  Must include a writing course   6
Human Relations: *Recommended; BUS 110*   3
Humanities/Social Science Requirements   3
Mathematics Requirement: *Recommended: MATH 110*   3
Science Requirement   3
U.S. and Nevada Constitution Requirements   3
General Elective   3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

WELDING - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
WELD 211	3 ☐	WELD 231	3 ☐
WELD 212	2 ☐	WELD 232	2 ☐
English Course		General Elective	3 ☐
(BUS 107 Recommended)	3 ☐	Humanities/	
Human Relations Course	3 ☐	Social Science Course	3 ☐
Science Course	3 ☐	Program Elective	3-5 ☐
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
English Course	3 ☐	WELD 241	3 ☐
Mathematics Course	3 ☐	WELD 242	2 ☐
DFT 110	3 ☐	WELD 250	4 ☐
Program Elective	1-3 ☐	Program Elective	3-5 ☐
WELD 221	3 ☐	U.S./Nevada Constitution	3 ☐
WELD 222	2 ☐		

ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY
Mission & Outcomes

Mission: The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete programs in occupational areas are expected to demonstrate that they:
- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  -communicate effectively and appropriately, in oral and written form.
  -locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  -acquire skills and perform tasks necessary for employment or career enhancement.
- Have developed:
  -an appreciation of the importance of social, ethical, legal and diversity issues.
  -an appreciation of the need and importance of lifelong learning.

American Welding Society
Accreditation

The Andy Butti Welding Technology Center is the only accredited welding testing facility in northern Nevada.

CAREER DEGREE

TIP: WNC also offers . . .

Certificate of Achievement - Welding Technology • *See page 36*

Certification Preparation - Welding • *See page 39*

Certificate of Achievement
CAREER DEVELOPMENT

For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. A minimum of 30 units is required for any certificate of achievement, although the exact number of units required may differ with particular subject matter.

All certificates include general education requirements which can be fulfilled from the following list of courses. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 095) are not applicable toward a certificate of achievement at WNC.

CERTIFICATE OF ACHIEVEMENT - Mission and Outcomes

Mission: The purpose of the Certificate of Achievement is to provide employment-related knowledge and skills.

Student Learning Outcomes: Students who complete a Certificate of Achievement are expected to demonstrate that they:
- know the subject matter appropriate to the emphasis of the certificate.
- are able to do the following:
  - acquire the skills necessary for employment or career enhancement.
  - successfully represent themselves to a potential employer.
  - demonstrate effective communication and computational skills appropriate to the certificate area.
  - utilize appropriate resources for remaining current in the certificate area.
- have developed an appreciation of the importance of social, ethical, legal and diversity issues.

REQUIREMENTS: 30 total units chosen from the following categories:

ENGLISH/COMMUNICATIONS REQUIREMENTS - 3-6 units.
Must include a writing course
Business: 107, 108
Communication: 101, 102, 113
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, 107 or any other 200 level English class.)

HUMAN RELATIONS REQUIREMENT - 1–3 units.
Anthropology: 101, 201
Business: 110, 287
Counseling and Personal Development: 117, 129
Criminal Justice: 270
Early Childhood Education: 121
Educational Psychology: 150
Human Development & Family Studies: 201, 202
Management: 201, 212, 283
Psychology (except for PSY 210)
Sociology (except for SOC 210)

MATHEMATICS REQUIREMENT - 3 units.
Business: 109
Economics: 261, 262
Mathematics
Psychology: 210
Real Estate: 102
Sociology: 210
Statistics: 152

PROGRAM REQUIREMENTS - Varies by subject.
30 units are required for any certificate of achievement, although the exact number of units required may differ with particular subject matter.

AMERICAN SIGN LANGUAGE
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 units

Program Requirements		18 Units
AM 140*	American Sign Language I/II	6
AM 141**	American Sign Language III/IV	6
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1
Any other AM course		4

General Education Requirements	12 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

*Students can take AM 145 and AM 146 in lieu of AM 140 for slower paced courses.
**Students can take AM 147 and AM 148 in lieu of AM 141 for slower paced courses.

AUTOMOTIVE MECHANICS
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 31 units

Program Requirements		19 Units
AUTO 101	Introduction to General Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 225	Engine Performance I/Fuel & Ignition	4

General Education Requirements	12 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement: *Recommended: BUS 110*	1
Mathematics Requirement	3
General Electives	2

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

Automotive Technology
_____National Certification_____

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).

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BOOKKEEPING
Certificate of Achievement

The Bookkeeping Certificate of Achievement is designed for students who wish to enter the accounting profession as an accounting clerk or as an entry level book-keeper. It allows students to obtain credit for courses that will also apply toward the Associate of Applied Science in Business-Accounting.

WNC Academic Division: Career and Technical Education

Total Requirements: 30

Program Requirements		21 Units
ACC 135	Bookkeeping I	3
ACC 201	Financial Accounting	3
BUS 101	Introduction to Business	3
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3
ACC 290	Certified Bookkeeper Course	6

Or choose 6 units from the following:

ACC 180	Payroll & Employee Benefit Accounting	3
ACC 202	Managerial Accounting	
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3

General Education Requirements	9 Units
English/Communications Requirements: *Recommended: BUS 107, BUS 108; Must include a writing course*	6
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

BOOKKEEPING - Suggested Course Sequence				
FIRST SEMESTER	Completed	SECOND SEMESTER		Completed
ACC 135	3 ☐	ACC 201		3 ☐
BUS 101	3 ☐	ACC 220 or ACC 223		3 ☐
BUS 107 or Eng/Comm	3 ☐	BUS 108 or Eng/Comm		3 ☐
BUS 109 or MATH 120	3 ☐	MGT 201		3 ☐
IS 101	3 ☐	Bookkeeping Elective		3 ☐

BUSINESS
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 units

Program Requirements		21 Units
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
IS 101	Introduction to Information Systems	3
MKT 210	Marketing Principles	3
MGT 201	Principles of Management	3

Choose 6 units from the following:

ACC 180	Payroll & Employee Benefit Accounting	3
ACC 202	Managerial Accounting	3
BUS 112	Customer Service	3
FIN 101	Personal Finance	3
MGT 103	Introduction to Small Business Management	3
MGT 212	Leadership and Human Relations	3
MGT 235	Organizational Behavior	3
MGT 283	Introduction to Human Resources Management	3
MKT 127	Introduction to Retailing	3
MKT 261	Introduction to Public Relations	3
MKT 262	Introduction to Advertising	3

General Education Requirements	9 Units
English/Communications Requirements: *Recommended: BUS 107 and BUS 108, or ENG 101 and ENG 102, must be a writing course*	6
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

BUSINESS - Suggested Course Sequence				
FIRST SEMESTER	Completed	SECOND SEMESTER		Completed
ACC 135 or ACC 201	3 ☐	BUS 108 or ENG 102		3 ☐
BUS 101	3 ☐	BUS 109 or MATH 120		3 ☐
BUS 107 or ENG 101	3 ☐	MGT 201		3 ☐
IS 101	3 ☐	MKT 210		3 ☐
Business Elective	3 ☐	Business Elective		3 ☐

CERTIFICATE OF ACHIEVEMENT-BUSINESS - Mission & Outcomes

Mission: The purpose of the Certificate in Business is to provide the knowledge, skills and abilities necessary to succeed in business.

Student Learning Outcomes: Upon completing a Business Certificate of Achievement from Western Nevada College, students will be able to:

1. Articulate and demonstrate their personal employment related knowledge, skills and abilities.
2. Evaluate the impact of various economic systems and policies
3. Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
4. Devise, implement and evaluate managerial decisions, actions and outcomes.
5. Apply technology to aid in communications and decision making.
6. Present research, data, analysis and conclusions through written and oral means.
7. Describe the changing landscape of the global market and it's impact on the United States.
8. Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
9. Develop business, financial, and marketing plans for established and emerging businesses.

SKILL DEVELOPMENT

COMPUTER TECHNOLOGY
Network Support Technician Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 263	Introduction To IT Project Management	3
CSCO 120	CCNA Interworking Fundamentals	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
CSCO 220	CCNA LAN Switching & Wireless Fundamentals	4
CSCO 221	CCNA WAN Fundamentals	4

General Education Requirements	7–9 Units
English/Communications Requirements: *Must include a writing course*	3
Human Relations Requirement	1–3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

COMPUTER TECHNOLOGY - NETWORK SUPPORT TECHNICIAN
Suggested Course Sequence

FIRST SEMESTER		Completed	SECOND SEMESTER		Completed
CIT 263	3	☐	CIT 161	3	☐
CSCO 120	4	☐	CSCO 130	4	☐
CSCO 121	4	☐	CSCO 220	4	☐
English Course	3	☐	CSCO 221	4	☐
Mathematics Course	3	☐	Human Relations Course	1-3	☐

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY
NETWORK TECHNICIAN - Mission & Outcomes

Mission: The purpose of the Network Support Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

Student Learning Outcomes: Students in the Computer Technology Certificate programs are expected to:

Know:
- the compentencies required to successfully pass information technology certification exams.

Are able to:
- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice.
- communicate effectively and appropriately, in oral and written form, with employees, colleagues and lay people.
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.

Appreciate:
- the need for continuing education and lifelong learning.

COMPUTER TECHNOLOGY
System Administration Technician Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
or CIT 165	Introduction to Convergence	
or ET 155	Home Technology Convergence	
CIT 263	Introduction to IT Project Management	3

General Education Requirements	7–9 Units
English/Communications Requirements: *Must include a writing course*	3
Human Relations Requirement	1–3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

COMPUTER TECHNOLOGY - SYSTEM ADMINISTRATION TECHNICIAN
Suggested Course Sequence

FIRST SEMESTER		Completed	SECOND SEMESTER		Completed
CIT 211	4	☐	CIT 161	3	☐
CIT 212	4	☐	CIT 213	4	☐
CIT 263	3	☐	CIT 214	4	☐
English Course	3	☐	CIT 215	4	☐
Mathematics Course	3	☐	Human Relations Course	1-3	☐

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY
SYSTEM ADMINISTRATION TECHNICIAN - Mission & Outcomes

Mission: The purpose of the System Administration Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

Student Learning Outcomes: Students in the Computer Technology Certificate programs are expected to:

Know:
- the compentencies required to successfully pass information technology certification exams

Are able to:
- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice
- communicate effectively and appropriately, in oral and written form, with employees, collegues and lay people
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional

Appreciate:
- the need for continuing education and lifelong learning

CRIMINAL JUSTICE
General Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 Units

Program Requirements		24 Units
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 164	Principles of Investigation	3
CRJ 106 or	Introduction to Corrections	3
CRJ 211	Police in America	
CRJ 222	Criminal Law and Procedures	3
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

General Education Requirements	6 Units
English/Communications Requirements: *Must include writing course*	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CRIMINAL JUSTICE -GENERAL Suggested Course Sequence				
FIRST SEMESTER	Completed	SECOND SEMESTER		Completed
CRJ 101	3 ☐	CRJ 102	3	☐
CRJ 103	3 ☐	CRJ 106 or CRJ 221	3	☐
CRJ 222	3 ☐	CRJ 225	3	☐
CRJ 164	3 ☐	CRJ 270	3	☐
English Course	3 ☐	Mathematics Course	3	☐

EARLY CHILDHOOD EDUCATION
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 credits

Subject Requirements		21 Units
ECE 121	Parent Care Relations	1
ECE 122	Observation Skills	1
ECE 129	Environment for Infant & Toddler	1
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Life Span Human Development	3

Choose 1-3 credits from related courses in any of the following subject areas:
Early Childhood Education, Psychology, Human Development & Family Studies   3

General Education Requirements	9 Units
English/Communications Requirements: Recommended: BUS 108; Must include a writing course	6
Mathematics Requirement: Recommended: BUS 109	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION
Mission & Outcomes

Mission: The Early Childhood Education Certificate of Achievement will provide the academic knowledge and skills for employment in a variety of child care settings.

Student Learning Outcomes: Upon completion of the Early Childhood Education certificate program, the student will be able to:
- recognize and organize a physical environment that supports age appropriate development in young children.
- plan and implement activities that meet the psychosocial, physical and cognitive needs of children in a child care setting.
- develop strategies for maintaining a safe and healthy child care environment.

GENERAL INDUSTRIAL TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 credits

Subject Requirements		**18 Units**
AIT 101	Fundamentals of Applied Industrial Technology	4
Any MTT courses		5
Any WELD courses		5
Choose at least four units from AIT, ELM, ET, ENRG, IT, MTT, MT, WELD		4

General Education Requirements	**12 Units**
English/Communications Requirements:	
Recommended: BUS 107, and BUS 108, ENG 101 or ENG 107	
Must include a writing course	6
Humam Relations Requirement: Recommended: BUS 110	3
Mathematics Requirement: Recommended: MATH 110	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

GRAPHIC COMMUNICATIONS
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 units

Program Requirements		21 Units
ART 100	Visual Foundations	3
GRC 103	Intro to Computer Graphics	3
GRC 109	Color and Design	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3

General Education Requirements	9 Units
English/Communications Requirements: *writing course required*	3
Human Relations Requirement: *PSY or SOC recommended*	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - GRAPHIC COMMUNICATIONS
Mission & Outcomes

Mission: The purpose of the Graphic Communications Certificate of Achievement is to provide basic knowledge and skills necessary to enter the graphic communications field.

Student Learning Outcomes: Graphic Communications certificate program graduates should acquire basic skills and perform tasks necessary for employment or career enhancement.

INDUSTRIAL ELECTRONICS TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 credits

Subject Requirements		18 Units
AIT 101	Fundamentals of Applied Industrial Technology	4
ET 104	Fabrication/SOldering	3
ET 131	DC for Electronics	4
MT 115	Programmable Logic Controllers	3
Choose at least four units from:		
AiT 121	Electrical Control Systems	2
AIT 155	Applied Industrial Technology Hands-on Labs	1-4
AIT 198	Special Topics in Electronics	1-4
AIT 200	Electronics Projects	1-4
ET 132	AC for Electronics	4
ET 198	Special Topics in Electronics	1-4
ET 200	Electronics Projects	1-4

| General Education Requirements	12 Units
English/Communications Requirements:	
Recommended: BUS 107, and BUS 108, ENG 101 or ENG 107	
Must include a writing course	6
Humam Relations Requirement: Recommended: BUS 110	3
Mathematics Requirement: Recommended: MATH 110	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.
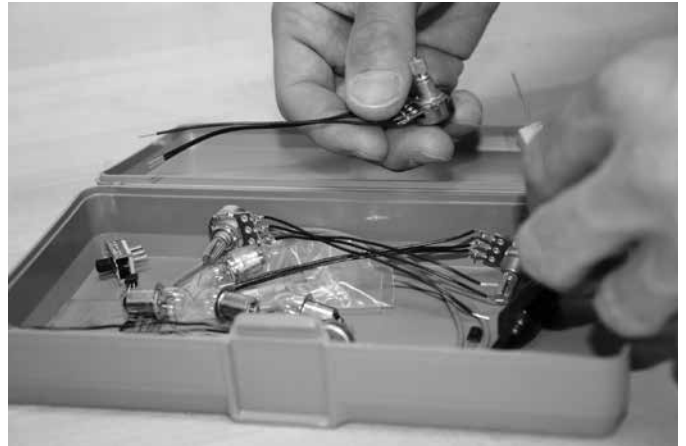
MACHINE TOOL TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 units

Program Requirements 20 Units

DFT 110	Blueprint Reading For Industry	3
or CONS 120	Blueprint Reading and Specification	
MTT 105	Machine Shop I	3
MTT 106	Machine Shop Practice I	2
MTT 110	Machine Shop II	3
MTT 111	Machine Shop Practice II	2
MTT 230	Computer Numerical Control I	4
Related machine shop courses		3

General Education Requirements 10 Units

English/Communications Requirements: *Recommended: BUS 108;*
  Must include a writing course 6
Human Relations Requirement 1
Mathematics Requirement: *MATH 110 recommended* 3
A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

CERTIFICATE OF ACHIEVEMENT - MACHINE TOOL TECHNOLOGY
Mission & Outcomes

Mission: The mission of the Certificate of Achievement in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

Student Learning Outcomes: Students who complete an Certificate of Achievement in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Certificate of Achievement in Machine Tool Technology
- use skills and knowledge needed for acquiring employment
- have the confidence needed for seeking employment

RETAIL MANAGEMENT
Certificate of Achievement

Western Nevada College offers a 30-unit Certificate of Achievement in Retail Management to prepare students for a career in the retail business. A retail management career incorporates buying, merchandising, promotion, management, operations, finance and computer applications.

Required classes for the Retail Management Certificate of Achievement are in business and business communications, accounting, information systems, management and marketing. Many serve as a ladder to business degrees. The WNC program provides students an opportunity to earn a relevant certificate, and the classes are also required for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

WNC Academic Division: Career and Technical Education

Total Requirements: 30 units

Program Requirements 21 Units

ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
BUS 112	Customer Service	3
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3

General Education Requirements 9 Units

English/Communications: *Recommended: BUS 107, BUS 108;*
or ENG 101, ENG 102 Must include a writing course 6
Mathematics Requirement 3
A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

RETAIL MANAGEMENT - Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
ACC 135 or ACC 201	3 ☐	BUS 108 or Eng/Comm	3 ☐
BUS 101	3 ☐	BUS 109 or MATH 120	3 ☐
BUS 107 or Eng/Comm	3 ☐	MGT 201	3 ☐
BUS 112	3 ☐	MKT 127	3 ☐
IS 101	3 ☐	MKT 210	3 ☐

WELDING TECHNOLOGY
Certificate of Achievement

WNC Academic Division: Career and Technical Education

Total Requirements: 30 units

Program Requirements		18 Units
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 250	Welding Certification Preparation	6
Welding Elective		2

General Education Requirements	12 Units
English/Communications Requirements: *Must include a writing course*	6
Human Relations Requirement: *Recommended: BUS 110*	3
Mathematics Requirement	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.

Certification & Licensing Preparation
SKILL DEVELOPMENT

Certification and licensing preparation programs are designed to prepare students to take state or other certified licensing exams. While these course programs are designed to prepare students to take a licensing exam, the completion of these courses does not include the actual licensing exam and successful completion of the courses does not guarantee receiving the license or certification. *Upon successful course completion (with a grade of C or better), WNC will issue a certificate of completion for the following courses of study, unless otherwise noted.*

ALLIED HEALTH

Certified Nursing Assistant

A certified nursing assistant class is offered through the Division of Nursing and Allied Health. The college offers NURS 130 - Nursing Assistant, a six-unit class that prepares students to take the Nevada licensing exam for certification as a nursing assistant.

A Certified Nursing Assistant is an individual who, under the direction of a licensed nurse, typically provides basic nursing care for patients in long-term and acute care institutions. CNAs are educated to assist patients with activities of daily living such as bathing, feeding and dressing, and to help maintain a safe and protective care environment. As they have extensive daily contact with patients, CNAs also play a key role in communicating information/observations to the nurse.

Emergency Medical Services

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. They include: EMS 100 - Healthcare Provider CPR, EMS 113 - First Responder, EMS 108 - EMT Basic, and EMS 112 - EMT enhanced (Intermediate). EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

EMS 108 and EMS 112 are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

A background check may be required by some clinical sites prior to the start of clinical experiences. Information about how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations. See the Nursing & Allied Health web site for the process and procedures to follow.

Information 775-445-3296

Laboratory Technician-Phlebotomy

Phlebotomy classes (LTE 101 and LTE 102), which are offered through the Division of Nursing and Allied Health, are listed in the class schedule under the Laboratory Technician heading. These courses provide students with knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques.

Phlebotomists are trained to collect blood specimens by safely performing skin puncture or venipuncture procedures on patients of all ages. They are required to adhere to strict policies and safety precautions designed to provide patient protection and comfort, and to assure safe handling of specimens throughout the collection process.

NOTE: These courses have mandatory prerequisites. See the Nursing & Allied Health web pages for prerequisite information, and for required immunizations, tests, major medical insurance, and CPR certification. This information must be provided to the Nursing & Allied Health Office before permission to enroll in the course is granted. Information regarding how to submit prerequisite information required to qualify for enrollment into these courses is available on the Nursing & Allied Health web pages. Students are eligible to register after all required prerequisite information is received by the Nursing & Allied Health Office.

AUTOMOTIVE TECHNOLOGY

Prepares students for Automotive Service Excellence Exams.		UNITS
Brakes Technician		
AUTO 101	Introduction to Auto Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 145	Automotive Brakes	4
Electrical Technician		
AUTO 101	Introduction to Auto Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 117	Advanced Auto Electronics	4
Steering and Suspension Technician		
AUTO 101	Introduction to Auto Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 155	Steering & Suspension	4
Engine Performance Technician		
AUTO 101	Introduction to Auto Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 225	Engine Performance I/Fuel & Ignition	4

BOOKKEEPER

ACC 290	Certified Bookkeepers Course	6

This course of study is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam given by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period. *Note: WNC does not issue a certificate of completion for this course.*

CISCO TECHNOLOGY (CSCO)

Western Nevada College is an academy for the Cisco Networking Academy Program, offering programs leading to Cisco Certified Network Associate (CCNA) and Cisco Certified Network Special (CCNP) industry certification. These courses help prepare students for a career working with Cisco networking hardware and equipment.

		UNITS
CCNA Routing and Switching Preparation		
CSCO 120	CCNA Internetworking Fundamentals	4
CSCO 121	CCNA Pouting Protcols and Conepts	4
CSCO 220	CCNA LAN Switching and Wireless Fundamentals	4
CSCO 221	CCNA WAN Fundamentals	4
CCNA Security Preparation *(for Cisco and Comp TIA Security+ Exams)*		
CSCO 120	CCNA Internetworking Fundamentals	4
CSCO 121	CCNA Pouting Protcols and Conepts	4
CSCO 230	Fundamentals of Network Secuity	4
CCNA Wireless Preparation		
CSCO 120	CCNA Internetworking Fundamentals	4
CSCO 121	CCNA Routing Protcols and Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4

Course for Building Scalable Cisco Internetworks Exam; required course to become a Cisco Certified Network Specialist:

CSCO 280*	CCNP Advanced Routing	4

Course for Implementing Secure Coverged Wide Area Networks Exams; required course to become a Cisco Certified Network Specialist:

CSCO 281*	CCNP Implementing Secure Coverged Wide Area Networks	4

Course for Multilayer Switching Exams; required course to become a Cisco Certified Network Specialist:

CSCO 282*	CCNP Multilayer Switching	4

Note: WNC does not issue a certificate of completion for this course.

For additional information, contact:
CISCO Technology,Technology Division
Reynolds Center for Technology 112A, 2201 West College Parkway

CompTIA SECURITY+

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in: network security: compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. *Note: WNC does not issue a certificate of completion for this course.*

		UNITS
CIT 161	Essentials of Information Security	3

Online class that provides students an introduction to practical network and computer security, and helps prepare for the Security+ exam.

CONSTRUCTION TECHNOLOGY
Certified Inspector of Structures - State of Nevada

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential.

		UNITS
CONS 260	Certified Inspector of Structures-Residential	3
CONS 261	Under Floor Inspections-Certified Inspector	1
CONS 262	Above Floor Inspections-Certified Inspector	2
CONS 263	Supervised Residential Inspections for Certification	4

DEAF STUDIES-INTERPRETING

This course of study prepares students to take the Educational Interpreter Performance Assessment or the National Interpreter Certification Exam. Upon successful completion, students will be better qualified for a variety of careers including teaching, social work, psychology, speech and language pathology or any career that interacts with the Deaf.

FIRST SEMESTER		UNITS
AM 149	American Sign Language V	4
AM 201	Interpreting I	3
AM 215	Conversational American Sign Language	4
SECOND SEMESTER		
AM 150	American Sign Language VI	4
AM 202	Interpreting II	3
AM 216	Receptive American Sign Language	4
THIRD SEMESTER		
AM 203	Interpreting III	3

INDUSTRIAL ELECTRONICS TECHNOLOGY

This course of study prepares students for the Certified Electronics Technician-Associate Exam, which is administered by the International Society of Certified Electronics Technicians (ISCET). Upon completion of the coursework student will have learned basic electronics, math, DC and AC circuits, transistors and troubleshooting. .

ET 131	DC for Electronics	4
ET 132	AC for Electronics	4
AIT 101	Fundamentals of Applied Industrial Technology	4

MACHINE TOOL TECHNOLOGY

The National Institute for Metalworking Skills (NIMS) offers various levels of certification in machining. Upon completion of the following courses of study, students will be prepared to test for exam Level 1 and 3.

Level 1: Chucking, Surface Grinding and Milling		
MTT 105	Machine Shop I	3
MTT 110	Machine Shop II	3
MTT 250	Machine Shop III	3
Level 3: Measurement		
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 260	Machine Shop IV	3

MANUFACTURING TECHNICIAN

The Manufacturing Skills Institute offers certification for industry-wide skills for production occupations in all sectors of manufacturing. Upon completion of the following courses of study, students will be prepared to test for the Manufacturing Technician I credential assessment.

		UNITS
AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 155	Applied Industrial Technology Hands-on Labs	3
AIT 200	Applied Industrial Technology Projects	3

MICROSOFT CERTIFICATION

Distinguishes individuals with technical expertise, and WNC offers classes that can help prepare students to take the exams. Coursework and hands-on lab exercises are designed to expose students to the theory and operation of the exam objectives, while a student's own background and experience will determine what additional preparation and practice are needed to pass the exam.

Microsoft Certified Technology Specialist (MCTS) - Certification proves skills on a particular Microsoft technology, such as a Windows operating system. Prepares student for:

CIT 211   Microsoft Certification Technology Specialist (MCTS) Windows Client Exam (currently Windows 7)

Microsoft Certified IT Professional-Server Administrator
Certification proves a range of skills and abilities with Microsoft technologies. Prepares student for the Microsoft Certified Solutions Associate Exam.

CIT 212	Microsoft Networking II	3-5
CIT 213	Microsoft Networking III	3-5
CIT 214	Microsoft Networking IV	3-5

REAL ESTATE

WNC offers courses to prepare students for licensure by the Nevada Real Estate Division.

		UNITS
RE 101	Real Estate Principles	3
RE 103	Real Estate Principles II	3

TEACHER EDUCATION

WNC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education, including the University of Nevada, Reno and/or Nevada State College. These courses offer students a chance to prepare for a career in education. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses. These courses can also be used to gain a substitute license for paraprofessional qualifications.

Students can transfer to NSC and take classes at WNC locations and online to earn a bachelor's degree and certification in Elementary Education.

They may also transfer to UNR to pursue a bachelor's degree & certification in:
• Elementary Education
• Special Education/Dual (SPED/Elem)
• Secondary Education (Middle/High School)

Information 775-445-4272

WELDING

Students are introduced to the many welding certifications available by meeting the standards of the American Welding Society codes. Includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers.

		UNITS
Shielded Metal Arc-Welding and Gas Metal Arc-Welding		
WEDL 211	Welding I	3
WELD 212	Welding I-Practice	2
WELD 221	Welding II	3
WELD 222	Welding II-Practice	2
Fluxed-Core Welding and Gas Tungston Arc-Welding		
WELD 231	Welding III	3
WELD 232	Welding III-Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV-Practice	2
AWS Code Exam		
WELD 250	Welding Certification Preparation	9
	Information 775-445-3348	

SKILL DEVELOPMENT

Special Programs
ECONOMIC DEVELOPMENT & CONTINUING EDUCATION

The college offers a number of non-credit programs and services through its Economic Development & Continuing Education Division to educate WNC students, graduates, employers and the general public. Register/View classes at: **www.campusce.net/wnc**

Community Education

Community Education offers non-credit, self-supporting, classes that enrich the cultural, social and recreational life of the community. These may include special interest courses, field trips and workshops.

The department also sponsors College for Kids, an educational enrichment program to challenge youth and offer learning experiences.

Carson City and Douglas..775-445-4268
Fallon & Rural Centers 775-423-7565
www.wnc.edu/ce

Economic Development Center

The Economic Development Center of Western Nevada College provides educational opportunities and training solutions for business, industries and government or non-profit agencies. Assessment, instruction and evaluation are essential components of WNC's programs. Topics include supervisory training, industrial safety, hospitality and customer service. Education and training for credit or non-credit can be delivered on-site or at WNC locations.

Carson & Douglas...775-445-4458
Fallon 775-423-5847
www.wnc.edu/ce/edc/

Driver Education

New drivers can prepare for the challenges of driving (and driver license testing) in the Western Nevada College Driver Education Program. The non-credit course meets for 30 hours of classroom training and is open to students age 15 and over.
Information 775-445-4458
www.wnc.edu/ce/drivereducation/

Motorcycle Safety

The Motorcycle Safety program offers Basic Rider, Experienced Rider and Advanced Rider courses using curriculum from the Motorcycle Safety Foundation. Students who successfully complete the Basic Rider course receive certification which allows them to receive a Class M endorsement from the Nevada Department of Motor Vehicles. Experienced Rider and Advanced Rider courses are for riders who are looking to refresh or further develop their skills. The program operates April through October, and is open to those possessing a Class C permit or license.
Information 775-445-4268
www.wnc.edu/ce/mrc/

Specialty Crop Institute

The Specialty Crop Institute helps foster sustainable small farm agriculture. This innovative program combines classroom and on-farm learning for specialty crop production, outreach to remote and rural farmers, and collaboration with like-minded organizations to provide growers access to resources that increase their chances of success. Diverse short-term seminars and conferences are offered in numerous Nevada communities throughout the year.
Information ....775-423-7565, ext 2260
E-mail...ann.louhela@wnc.edu
www.wnc.edu/ce/sci/

SKILL DEVELOPMENT

Western Nevada College -
helping make your transition to college easier

TIP

CHECKLIST FOR SUCCESS...

Take 15 credits each semester to graduate on time

Taking 12 credits each semester may qualify you as a full-time student for financial aid but that course load will not allow you to finish your degree in two or four years. Enroll in 15 credits each semester (or 30 each year) to help you graduate on time, save money, and start your career sooner.

Meet with your academic advisor today and plan how you can take 15 credits each semester.

15 to FINISH™

FRONT COVER – (Top) Rebecca Pinzon, Alana Rogne, Yesenia Cornejo and Stephanie Asher in Anatomy & Physiology class at the Fallon campus;
(Middle, L-R) Lindsay Ashbaugh, Britney Klapper and Shavonne Barr work in the biology lab at the Douglas campus;
Construction students learning about soil testing during class.
(Bottom) Elizabeth Gonzalez, Vanessa Cross and Candace Smokey in Anthropology lab.
Page 1: Admissions & Records staff assisting students.
Page 2: (L-R) Students at Carson City campus Rotary Plaza; Nicole Goehring in Physics class.

FRONT INSIDE COVER – Page 1: (L-R) Social Work Instructor Daniel Jardine teaching at the Fallon campus;
Emily Howarth working with Applied Industrial Technology student.
Page 2: Students view the class schedule in the Student Services lobby at the Carson City campus.

BACK COVER – Instructor Rebecca Bevans teaching psychology.

BACK INSIDE COVER – (L-R) Student at the Douglas campus; Construction Management students learning about excavation at the job site.